

Feed-in Tariff: Central Fit Register User Guide

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Target audience: All GB licensed electricity suppliers and other interested stakeholders.

Overview:

The Feed-in Tariffs (FITs) scheme incentivises the installation of renewable electricity generating technologies up to 5MW capacity. It was introduced on 1 April 2010.

This document provides a guide for licensed electricity suppliers to enable them to access the Central FIT Register for purpose updating the register with details of FIT installations as well as participate in the levelisation process.

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Context

The Feed-In Tariff scheme (FITs) is a new environmental programme introduced by the UK Government aimed at promoting widespread uptake of a range of small-scale low carbon electricity generation technologies. FITs will require Licensed Electricity Suppliers to pay fixed tariffs to small renewable and CHP generators for electricity generated and electricity exported to the national grid.

The first and second phase releases of the Central FIT Register allowed FIT Licensees to search, add and edit installation details from 1 April 2010. This guide describes the Phase 3 release of the Register which covers the switching of FIT installations between licensees and a small change to the levelisation process.

Associated Documents

- Feed-in Tariff: Guidance Document for Licensed Suppliers
<http://www.ofgem.gov.uk/Pages/MoreInformation.aspx?docid=7&refer=Sustainability/Environment/fits>
- Renewables and CHP Register user guide.
[http://www.ofgem.gov.uk/Sustainability/Environment/RCHPreg/Documents1/Ofgem Renewable and CHP Register User Guide March 2008.pdf](http://www.ofgem.gov.uk/Sustainability/Environment/RCHPreg/Documents1/Ofgem%20Renewable%20and%20CHP%20Register%20User%20Guide%20March%202008.pdf)

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1. Introduction

This user guide is designed to assist both FIT and non-FIT Licensees access and interact with the Central FIT Register for purpose of administering the Feed-in Tariff Scheme.

Development of the Central FIT Register has occurred in phases. The first phase was released 1st April 2010. This updated user guide describes the functionality for the Phase 2 Central FIT Register in July 2010.

The guide is in fourteen parts and covers the following areas:-

1. Access - How to log on to the Central FIT Register
2. MCS Certified Registration – How to register an MCS certified installation on to the Register
3. ROO-FIT Accredited Registration – How to register a ROO-FIT accredited installation.
4. Searching – How to search for, retrieve and view an existing installation on the Central FIT Register.
5. Edit/Update – How to update the stored details of an existing FIT installation, for instance to update the date of the Statement of FIT Terms or to change the Generator (owner of an installation).
6. FIT Extensions – How to extend (add capacity) to an existing FIT installation.
7. Levelisation – How both FIT and Non-FIT licences submit data to support the levelisation process
8. Switching of supplier – How and what both suppliers need to do during the switch of supplier process
9. Support – Detailing the support available to FIT Licensees when using the Central FIT Register.

2. Accessing the Central FIT Register

Chapter Summary

This chapter describes the logon procedure for accessing the Central FIT Register.

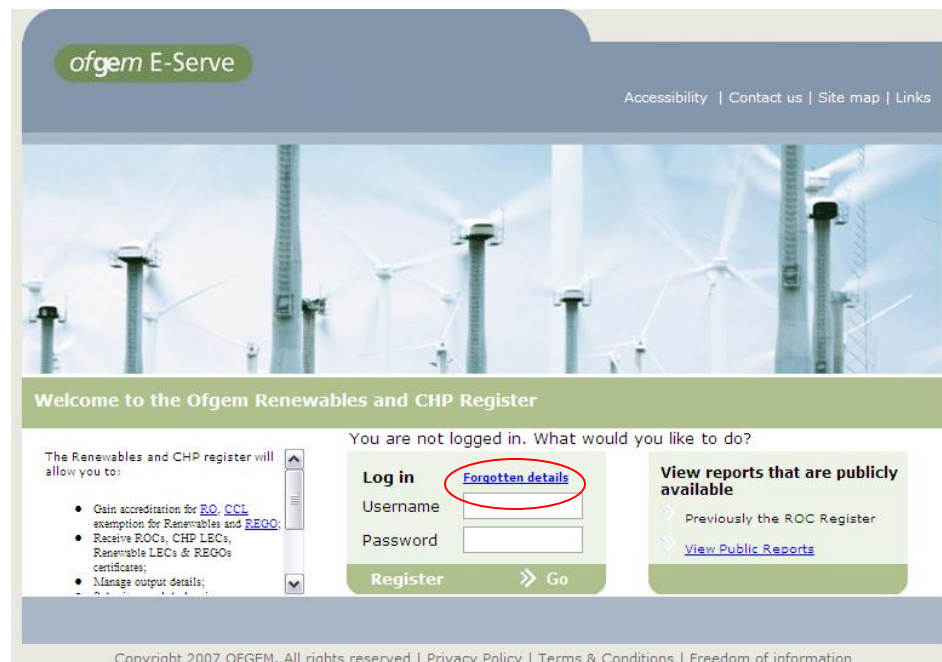
The Central FIT Register in common with the Renewables Obligation and other renewable schemes utilises the Renewables and CHP Register as a common platform to provide access and other functions to support system operation.

The Central FIT Register is accessible via the Ofgem Renewable and CHP Register system. This can be accessed via the link below:-

<https://www.renewablesandchp.ofgem.gov.uk/>

Login Screen

- Enter Username and Password that you received after the registering process
- Click on Go button.



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Welcome to the Ofgem Renewables and CHP Register

The Renewables and CHP register will allow you to:

- Gain accreditation for RO, CCL exemption for Renewables and REGO;
- Receive ROCs, CHP LECs, Renewable LECs & REGOs certificates;
- Manage output details;

You are not logged in. What would you like to do?

Log in

Username

Password

Register **>> Go**

Forgotten details

View reports that are publicly available

- Previously the ROC Register
- [View Public Reports](#)

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If you have forgotten your password, click the *Forgotten details* link and follow the on-screen instructions.

As with the existing Renewables and CHP Register, users are advised NOT to use their web browser's back button when accessing the Central FIT Register.

Home Page

Following a successful login a range of tabs will be available to you. What is available will depend on your level of access to the system and whether or not you are an existing user of the Renewables and CHP Register for the administration of other schemes such as the Renewables Obligation.

FIT related functions are available via the following tabs:-

- FIT
- FIT – Levelisation
- Reports

The screenshot displays the 'ofgem E-Serve' Home Page. At the top, there is a navigation bar with the 'ofgem E-Serve' logo on the left and links for 'Accessibility', 'Contact us', 'Site map', and 'Links' on the right. Below this is a green navigation menu with tabs for 'My Account', 'Declaration', 'Certificates', 'Compliance', 'FIT - Levelisation', 'FIT', and 'Reports'. The 'FIT - Levelisation' tab is highlighted with a red oval. On the left side of the main content area, there is a 'Log out' button. The main content area is titled 'Renewables System' and includes a welcome message: 'Welcome to the Ofgem Renewables and CHP IT System. You are logged in as Renewable Energy Company Ltd (supplier organisation)'. It also features a section for 'Declarations for 2010/2011' with instructions on how to sign declarations and a note about consumption declarations. At the bottom of the main content area, it states 'You have no outstanding tasks'.

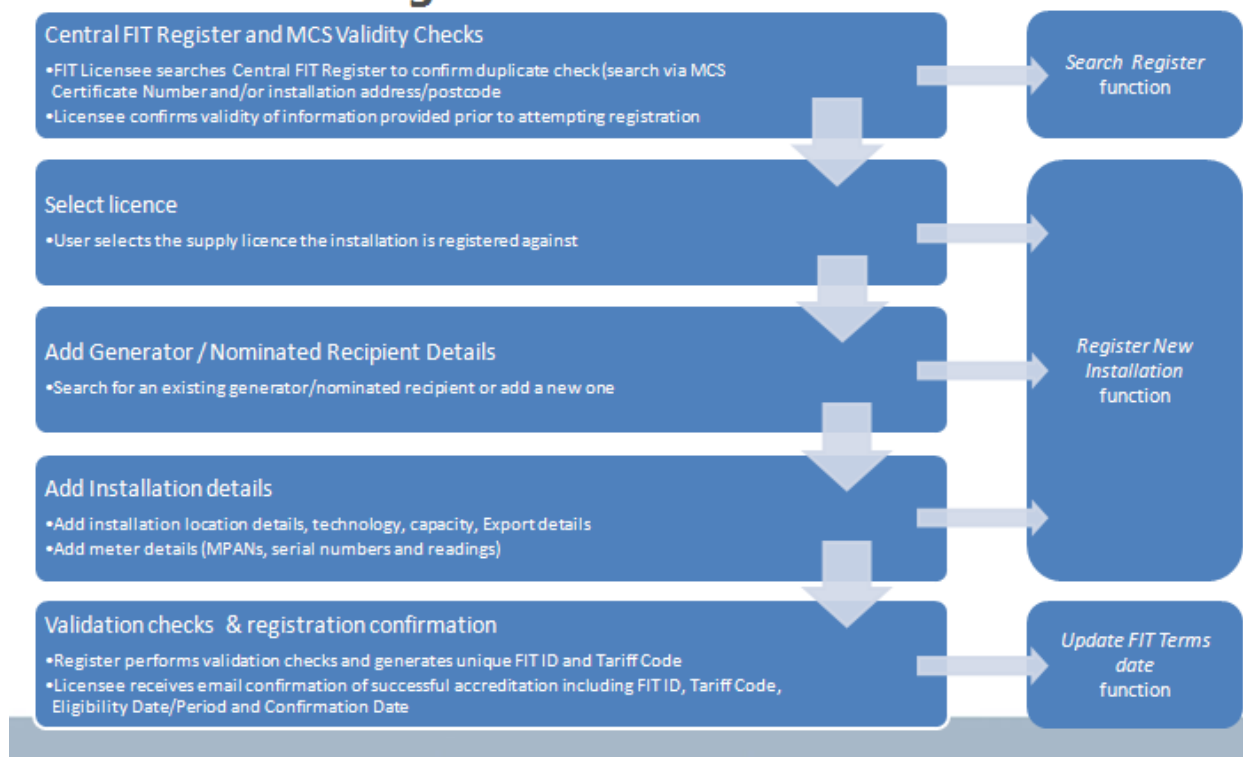
3. Register an Microgeneration Certification Scheme (MCS) Certified Installation

Chapter Summary

This chapter provides guidance on how to register an MCS Certified Installation (Photovoltaic, wind and hydro technologies with a capacity up to an including 50kW and micro CHP up to and including 2kW).

The end to end registration process for MCS Certified Registration

MCS Certified Registration



The core administrative functions provided by the Central FIT Register are accessible via the *FIT* tab on the horizontal menu. Upon clicking this, a new vertical menu with a range of functions will be displayed.

To commence the Registration for a new FIT installation, click the *Register New Installation* link.



Register New MCS Installation

To register a new MCS certified installation,

- Click on *Register New Installation* menu option
- Select the *MCS Certificate Number* radio button
- Enter the MCS Certificate number in the field
- Click *Search* button.

A screenshot of the 'Add new Installation' form in the ofgem E-Serve system. The top navigation bar includes 'My Account', 'Declaration', 'Certificates', 'Compliance', 'FIT - Levelisation', 'FIT', 'Reports', and 'Reports'. The 'FIT' menu is open, showing a list of options: 'back to home page', 'Update Installation and Meter Details', 'Update Statement of FIT Terms', 'Search and View existing FIT Installation', 'Register New Installation', 'Search for and edit existing Installation', 'Update Generator Details', 'Update Nominated Recipient Details', 'Extend an existing installation', 'Modify an existing FIT Installation', and 'Log out'. The 'Register New Installation' option is highlighted. The breadcrumb trail shows 'Home Page > FIT > Register New Installation'. The form title is 'Add new Installation'. It features two radio buttons: 'MCS Certification Number*' (selected) and 'ROO-FIT Accreditation Number'. The 'MCS Certification Number*' field contains the text 'MCS-'. There is a 'Search' button. The 'ROO-FIT Accreditation Number' field is empty.

Home Page > FIT > Register New Installation

Add new Installation

☒ MCS Certification Number*
 ☐ ROO-FIT Accreditation Number

MCS-45454545-a

Search

Supplier Licences

Please select...
Please select...
SSE Energy Supply Ltd

Next

Please select a Licence

Enter the MCS Certificate Number for the installation

Select the Supply Licence from the drop down menu

The system performs a validation check that the format is correct and the MCS certificate number is not already in the system.

The supply licence for the FIT installation is captured for levelisation purposes.

The registration process is a four step process and requires the capture of the following details:-

- Step1 - Generator details
- Step 2 - Nominated Recipient details (if applicable)
- Step 3 - Installation details
- Step 4 - Meter details

STEP 1: Generator Details

The installation's owner, the FIT generator, must be entered for each FIT installation. The Central FIT Register uniquely identifies FIT Generators and those already on the register (with existing FIT installations) can be retrieved and assigned to a new installation. Where the generator does not already exist, they can be added and assigned as appropriate.

Select one of the following options to capture the Generator details:

Search using Generator ID

The Generator ID is the unique identifier for each FIT Generator (assigned automatically by the system).

- a) Select *Generator ID* radio button
- b) Enter Generator ID in field
- c) Click the *Search* button

My Account | Declaration | Certificates | Compliance | FIT - Levelisation | **FIT** | Reports | Reports

Home Page > FIT > Generator Details

Step 1 of 4: GENERATOR DETAILS

Please use one of the following options either to retrieve details for the previously-registered generator or to add details for a new generator:

☐ Generator ID ?
☐ Company Number ?
☐ Name and Address details ?

The information entered will be used to create a new FIT Generator or retrieve existing one already entered onto the register

Back Next

OR

Search using Generator Company Number

- a) Select the *Generator Company Number* radio button
- b) Enter the Generator's Company Number (This is the company's Registered number and not a VAT number)
- c) Click the *Search* button

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My Account | Certificates | FIT | Reports

Home Page > FIT > Generator Details

Step 1 of 4: ADD GENERATOR DETAILS

Please use one of the following options either to retrieve details for the previously-registered generator or to add details for a new generator:

☐ Generator ID ?
☒ Generator Company Number ?
☐ Name & Address ?

The information entered will be used to add new Generator details if the Generator is new or to find and retrieve existing Generator details if the Generator is known to the system

Generator Company Number

Search

Back Next

OR

Search using Generator Name and Address Details

To search for an existing Generator using a name and address:

- Select *Name & Address* radio button
- Enter details in Title, First Name, Last Name, Post Code fields
- Click the *Find Address* button
- Click on the drop down next to the Address Line 1 field and select the appropriate option
- Click on the *Search* button
- Click on the *Next* button to proceed to the next screen

My Account | Declaration | Certificates | Compliance | FIT - Levelisation | FIT | Reports | Reports

Home Page > FIT > Generator Details

Step 1 of 4: GENERATOR DETAILS

Please use one of the following options either to retrieve details for the previously-registered generator or to add details for a new generator:

☐ Generator ID
☐ Company Number
☒ Name and Address details

The information entered will be used to create a new FIT Generator or retrieve existing one already entered onto the register

Title*
 First Name*
 Last Name*
 E-mail Address
 Postcode*
 Address Line1*

Find Address

Search

Back Next

Add Generator Detail

Home Page > FIT > Generator Details

Step 1 of 4: GENERATOR DETAILS

Please use one of the following options either to retrieve details for the previously-registered generator or to add details for a new generator:

☐ Generator ID
☐ Company Number
☒ Name and Address details

The information entered will be used to create a new FIT Generator or retrieve existing one already entered onto the register

Title*
 First Name*
 Last Name*
 E-mail Address
 Postcode*
 Address Line1*

Find Address

Search

Back Next

1 Abbey Road, BELEYHEATH Kent, DA7 4BD

Enter full postcode and click "Find Address" button to display address

The Central FIT Register uniquely identifies generators on the basis of their Name (first and last name) and address. If there is already a generator registered in the system with a similar name at the address that is being searched for then the following notification will be displayed.

This allows the user to use the generator detail already in the Register or to create a new generator record whichever is appropriate for the situation

Home Page > FIT > Generator Details

Step 1 of 4: GENERATOR DETAILS

Please use one of the following options either to retrieve details for the previously-registered generator or to add details for a new generator:

☐ Generator ID ?
☐ Company Number ?
☒ Name and Address details ?

The information entered will be used to create a new FIT Generator

Title*
 First Name*
 Last Name*
 E-mail Address
 Postcode*
 Address Line1*

When there is a generator with a similar name already assigned to the address the following warning message will appear

There is another generator at the same address with similar details existing with the same details. Please select "Keep my changes" to save the changes made to the existing generator. Alternatively, select another Generator from the table below.

FIT ID	Generator ID	Title*	First Name*	Last Name*
Keep my changes		Mr	Peter	Jones
Select	GEN5002163	MR	P	JONES

Note: To ensure the validity of addresses, the Central FIT Register uses a Postcode address lookup database when entering addresses. If the address you require is not available, please contact the Central FIT Register Team at Ofgem via Fitregister@ofgem.gov.uk for further assistance. (See support chapter)

Confirmation of Generator on System

1) Generator on System

- If the Generator details are already on the system, this screen will be displayed.
- Click the *Assign this Generator* button to proceed to assign the existing generator to the new installation. If this is not the Generator you require, click *back* to return to the search screen to search again.

Search and View existing FIT Installation Update Installation and Meter Details Modify an existing FIT Installation Update Generator Details Update Nominated Recipient Details Extend an existing installation Update Statement of FIT Terms Log out	<p>generator details</p> <p> <input checked="" type="radio"/> Generator ID ? <input type="radio"/> Company Number ? <input type="radio"/> Name and Address details ? </p> <p>The information entered will be used to create a new FIT Generator or retrieve existing one already entered onto the register</p> <p> Generator ID* <input type="text" value="GEN5002219"/> <input type="button" value="Search"/> Generator ID* <input type="text" value="GEN5002219"/> Company Number <input type="text"/> Generator Company Name* <input type="text"/> Title* <input type="text" value="MR"/> First Name* <input type="text" value="J"/> Last Name* <input type="text" value="BROWN"/> E-mail Address <input type="text" value="andrew.amato@ofgem.gov"/> Postcode* <input type="text" value="GL11 4DS"/> Address Line1* <input type="text" value="64 ST GEORGES ROAD, DURSLEY, GLOS, UNITED KINGDOM, GL11"/> </p> <p> Will the FIT Generator receive FITs payments for this installation? <input checked="" type="radio"/> Yes <input type="radio"/> No </p> <p>Installation Comments</p> <div style="border: 1px solid #ccc; height: 30px;"></div> <p>If this is not the Generator you require, please use search again or add a new FIT Generator</p> <p> <input type="button" value="Back"/> <input type="button" value="Assign this generator"/> </p>
--	--

2) Generator not on System

- If the Generator's details are not already on the Register, this screen will be displayed. Complete all of the mandatory fields, these are marked with an *.
- Please select the appropriate radio button to identify to who the FIT payments are to be made. This is used to identify the generator as the recipient of the FIT payments.
- Click the *Next* button to proceed.

The screenshot shows the 'ofgem E-Serve' website interface. The top navigation bar includes 'My Account', 'Certificates', 'FIT', and 'Reports'. The 'FIT' tab is selected. The breadcrumb trail reads 'Home Page > FIT > Add New Generator'. The page title is 'Step 1 of 4: ADD GENERATOR DETAILS'. The form contains the following fields and controls:

- Title***: Text input field.
- First Name***: Text input field.
- Last Name***: Text input field.
- E-mail Address***: Text input field.
- Generator Company Number**: Text input field.
- Company Name**: Text input field.
- Postcode***: Text input field.
- Find Address**: Button.
- Address Line1***: Text input field.
- Will the FIT generator receive FITs payments for this installation?**: Radio buttons for 'Yes' (selected) and 'No'.
- Comments**: Text area.
- Back** and **Next**: Navigation buttons at the bottom.

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Any comments can be added in the comments field if necessary

This screenshot shows the same 'Add New Generator' form as the previous one, but with test data entered into the fields:

- Title***: Test
- First Name***: Test
- Last Name***: Test
- E-mail Address***: test@qa.com
- Generator Company Number**: 123
- Company Name**: Test Company
- Postcode***: w1p3ge
- Find Address**: Button
- Address Line1***: Ofgem 9 Milbank, LONDON, SW1P 3QE
- Will the FIT generator receive FITs payments for this installation?**: 'Yes' radio button is selected.
- Comments**: Test Comments
- Back** and **Next**: Navigation buttons at the bottom.

STEP 2: Nominated Recipient

If the FIT Generator (owner of the installation) is not going to receive FIT payments from the licensee, a nominated recipient must be added to the Register. Nominated recipients are also uniquely identified in the Central FIT Register. An existing nominated recipient can be assigned to the installation, or a new one can be added. The search options are the same as for FIT Generators.

Select one of the following options to capture the details of a nominated recipient:

Search using the Payee ID

The Payee ID is the unique identifier for each FIT Nominated Recipient (assigned automatically by the system).

- Select *Payee ID* radio button
- Enter Payee ID in field
- Click *Search* button

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back to home page

Register New MCS Installation

Search For Existing Installation

Log out

Home Page > FIT > Search Payee

Step 2 of 4: "NOMINATED RECIPIENT of FITs PAYMENT"

Please use one of the following options either to retrieve details for the previously-registered nominated recipient or to add details for a new one:

☒ Payee ID

☐ Payee Company Number

☐ Name & Address

The information entered will be used to add new nominated recipient details if the nominated recipient is new or to find and retrieve existing nominated recipient details if the nominated recipient is known to the system

Payee ID

NR001

Search

Back

Next

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OR

Search using the Payee's Company Number

- Select *Payee Company Number* radio button
- Enter the Payee Company Number (This is the company's Registered number and not a VAT number)
- Click *Search* button

OR

Search using Payee Name and Address Details

- Select *Name & Address* radio button
- Enter details in Title, First Name, Last Name, Post Code fields
- Click the *Find Address* button
- Click on the drop down next to the Address Line 1 field and select the appropriate option
- Click on the *Next* button.

Add new Payee

If the nominated recipient's details are not on the system, complete the following steps:

- Complete all of the mandatory fields (marked with *)
- Click the *Next* button to proceed.

The screenshot shows the 'ofgem E-Serve' interface. The top navigation bar includes 'My Account', 'Certificates', 'FIT', and 'Reports'. The left sidebar contains links: 'back to home page', 'Register New MCS Installation', 'Search For Existing Installation', and 'Log out'. The main content area is titled 'Step 2 of 4: "NOMINATED RECIPIENT OF FITs PAYMENT"'. It contains the following fields and controls:

- Title* (text input: Test)
- First Name* (text input: Test)
- Last Name* (text input: Test)
- Payee Company Number (text input: 001)
- Company Name (text input: Test Payee)
- Postcode* (text input: sw1p3ge)
- Find Address (button)
- Address Line1* (dropdown menu: Ofgem, 9 Millbank, LONDON, SW1P 3GE)
- Comments (text area: Test Comments)
- Back (button)
- Next (button)

At the bottom, a footer reads: 'Copyright 2007 OFGEM. All rights reserved | Privacy Policy | Terms & Conditions | Freedom of information'.

The system uniquely identifies Nominated Recipients in the same way as it does for Generators. Therefore, if a potential duplicate is found upon searching, then as for Generators, the option to assign the existing Nominated Recipient or continue to add the one being created will be available.

Once the details of the FIT Generator and the Nominated Recipient have been added, the details of the installation itself can be entered.

Note: To ensure the validity of addresses, the Central FIT Register uses a Postcode address lookup database when entering addresses. If the address you require is not available, please contact the Central FIT Register Team at Ofgem via Fitregister@ofgem.gov.uk for further assistance. (See support chapter)

STEP 3: Installation Details

The location of the installation must be entered into the Register. This can be assigned from the address of the FIT generator or the nominated recipient (if present). Alternatively, a different address can be added. If the installation does not have a postal address (e.g. is located in a field) the Ordnance Survey (OS) grid reference should be entered. The format required is as follows: XY123456

Select one of the following options, to capture the Installation address:

Using FIT Generator Address as Installation Address

- Select the *FIT Generator Address as Installation Address* radio button
- Click the *Next* button



OR

Using Nominated Recipient Address as Installation Address

- Select *Using Nominated Recipient Address as Installation Address* (NB this option is only available where a Nominated Recipient has been registered for the installation)
- Click the *Next* button

OR

Using New Address Details

- Select the *Add New Installation Address* radio button
- Click the *Next* button
- The following screen will display, allowing you to enter new address details if they are not on the system. Complete all of the mandatory fields (marked with *)
- Click the *Next* button to proceed.

Installation Address

- Enter the Postcode
- Click on the *Find Address* button. A list of possible addresses will display.
- Select the address from the list displayed.

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My Account | Certificates | FIT | Reports

back to home page

Register New MCS Installation

Search For Existing Installation

Log out

Home Page > FIT > Installation Details

Step 3 of 4: ADD NEW INSTALLATION DETAILS

☐ Use FIT Generator Address as Installation Address

☒ Add New Installation Address

Please select one of the following options to enter Installation Address.

☒ PostCode

☐ OS Grid Reference

Postcode*

sw1p3ge

Find Address

Address Line1*

Ofgem 9 Millbank, LONDON, SW1P 3GE

Back

Next

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Installation Address

- Enter the OS Grid Reference number

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back to home page

Register New MCS Installation

Search For Existing Installation

Log out

Home Page > FIT > Installation Details

Step 3 of 4: ADD NEW INSTALLATION DETAILS

☐ Use FIT Generator Address as Installation Address

☒ Add New Installation Address

Please select one of the following options to enter Installation Address.

☐ PostCode

☒ OS Grid Reference

OS Grid Reference Number*

123456 123456

Back

Find

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Note: To ensure the validity of addresses, the Central FIT Register uses a Postcode address lookup database when entering addresses. If the address you require is not available, please contact the Central FIT Register Team at Ofgem via Fitregister@ofgem.gov.uk for further assistance. (See support chapter)

Installation Detail Screen

This screen captures more detail of the installation.

Home Page > FIT > Add Installation Details
Step 3 of 4: ADD NEW INSTALLATION DETAILS

Installation Name

Total Installed Capacity (kW)*

Declared Net Capacity (kW)*

Are there any previous installations of this technology operating at this site? ☐ ?

Existing Total Installed Capacity (kW)* ?

Existing Declared Net Capacity (kW)* ?

Technology Type* Photovoltaic

PV Installation Type Retrofit

Installation Type* Domestic ?

Application Date* 28/06/2010

Commissioning Date* 01/06/2010

Is the Installation Grid Connected? ☐ ?

Export Status Code* No Export (off grid)

Tariff Code* PV-R/0-4/01

Tariff Description* PV (<=4kW (retrofit))-2010/11

Rate (p/kWh)* 41.30

Installation Comments

An installation of this technology at this location has already been registered for a different supplier. Please contact the Help Desk if you wish to change the installation to the logged in supplier.

Register New MCS Installation

Search for and edit existing Installation

Log out

Step 3 of 4: ADD NEW INSTALLATION DETAILS

Installation Name

Total Installed Capacity (kW)*

Declared Net Capacity (kW)*

Both the **Total Installed Capacity** and the **Declared Net Capacity** in kW of the installation must be entered. These can be found from the MCS certificate and if necessary the generator.

In order to ensure the correct tariff code is allocated to the new installation, any existing installations of the same renewable electricity generating technology

operating at the site also must be taken into account. If an existing installation(s) is outside of the FIT financial support mechanism, details of the Installed Capacity and Declared Net Capacity must be entered. If the existing installation is already in receipt of FIT payments, the new installation is classed as an extension. In this case it cannot be registered using these screens and an alternative process for registration must be used. See Chapter 7 for further details of the process required.

Are there any previous installations of this technology operating at this site? ☒ ?

Existing Total Installed Capacity (kW)* ?

Existing Declared Net Capacity (kW)* ?

Technology Type*

When selecting the **tick box** for previous installations you are required to provide details of the **Total Installed** and **Declared Net Capacity**.

Existing Declared Net Capacity (kW)* ?

Technology Type* ?

PV Installation Type ?

Installation Type* ?

Application Date* ?

Select Application Date

Select the correct **Technology Type** from the drop down list.

To ensure the allocation of the correct tariff code for a photovoltaic installation, the PV installation type must also be defined. Where the installed capacity of the installation is 4kW or less there are three options. From 4kW to 50kW (the MCS limit) there are two. These are defined as follows: -

- Retrofit – when installed on a building which is already occupied
- New Build – when installed on a new building before first occupation
- Stand-alone – when not attached to a building and not wired to provide electricity to an occupied building
- Standard – when capacity of 4kW or more is installed that is not Stand-alone.

Existing Declared Net Capacity (kW)*

Technology Type*

PV Installation Type

Installation Type*

Application Date*

Select Application Date

Is the Installation Grid Connected ☐

Select the correct **PV Installation type** after you have selected Photovoltaic from the drop down list.

The Installation Type is an indicator to assist in the reporting and statistical analysis of installations within the FIT scheme. There are four possible values:-

- Domestic – to be used when the installation is at a residential property
- Non Domestic (Commercial) – to be used when the installation is at a commercial site e.g. shop, offices, farms and commercial wind farms etc
- Non Domestic (Industrial) – to be used when the installation is at an industrial site e.g. factories etc.
- Community – to be used when the installation is installed on a community building e.g. churches, schools, halls and for not for profit community projects.

PV Installation Type

Installation Type*

Application Date*

Is the Installation Grid Connected ☐

Export Status Code*

Select the most appropriate **Installation type** from the drop down list.

The application date is the date the FIT Generator applied to the Licensee to request FIT Payments. For MCS Certified Installations, the Application Date will also become the Eligibility Date, the date from which FIT payments are accrued.

Application Date*

?

Select Application Date

≤

July 2010

≥

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Close

Commissioning Date*

?

Select Commissioning Date

Select the correct date for the application from the date picker.

Application Date*

?

Select Application Date

Commissioning Date*

?

Select Commissioning Date

≤

July 2010

≥

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Close

Select the correct date for the commissioning from the date picker.

If the installation is connected to the licensed electricity distribution network this should be indicated using the check box illustrated. If the installation is not grid connected then an export status code cannot be selected and export payments cannot be made. If the total installed capacity of the installation is 30kW or less the export can be “deemed” so that an export meter is not required. Should a FIT Generator wish to receive export payments outside of FIT the “Export (negotiated tariff)” option should be selected, this requires an export meter to be fitted.

The screenshot shows a web form for the FIT Register. At the top right is a button labeled 'Select Application Date'. Below it, on the left, are four input fields: 'Is the Installation Grid Connected' (with a checked checkbox and a help icon), 'Export Status Code*', 'Tariff Code*', and 'Tariff Description*'. To the right of these fields is a dropdown menu for 'Export Status Code' with the following options: 'No Export', 'Export (deemed)', 'Export (std tariff)', and 'Export (negotiated tariff)'. Below the dropdown is a text input field for 'Rate (p/kWh)*' and a 'Get Tariff' button. A red rectangular box highlights the 'Export Status Code' dropdown menu. A red arrow points from a callout box below to the 'Export Status Code' dropdown. The callout box contains the text: 'When selected the Tick Box for grid connection you are required to select the correct **Export Status Code** from the drop down list.'

STEP 4: Add Meter Details

The final stage of the MCS certified registration process is to provide the details of the meters at the installation.

Select the required *Meter Type* from the drop down menu

If the installation is grid connected, the supply MPAN(s) at the site of the installation must be entered. Details of the generation meter (serial number) are also required together with the starting generation meter reading and the date of the reading.

Where an export meter is present, the MPAN of the meter must also be provided. Please note that all MPAN's are the 13 digit core MPAN.

The supply MPAN's should be for the location of the installation and not for the generator or the nominated recipients own supply.

If the installation is off grid, a supply MPAN cannot be entered.

Home Page > FIT > Meter Details
Step 4 of 4: METER DETAILS

back to home page

- Update Installation and Meter Details
- Update Statement of FIT Terms
- Search and View existing FIT Installation
- Register New Installation
- Search for and edit existing Installation
- Update Generator Details
- Update Nominated Recipient Details
- Extend an existing installation
- Modify an existing FIT Installation
- Log out

Meter Details

Extension Reference	Meter Type	Serial Number/MPAN
FITXXXXXXX-1	Generation	Enter Serial Number/MPAN here

Back Save

Select the correct **Meter Types** from the drop down list.

Enter **Serial number** or **MPAN number**

Home Page > FIT > Meter Details
Step 4 of 4: METER DETAILS

back to home page

- Update Installation and Meter Details
- Update Statement of FIT Terms
- Search and View existing FIT Installation
- Register New Installation
- Search for and edit existing Installation
- Update Generator Details
- Update Nominated Recipient Details
- Extend an existing installation
- Modify an existing FIT Installation
- Log out

Meter Details

Extension Reference	Meter Type	Serial Number/MPAN
FITXXXXXXX-1	Supply	11111111111111
FITXXXXXXX-1	Generation	22222222222222

Please enter MeterReadings

Meter Reading Details

Serial Number	Start Meter Reading Date	Start MeterReading
22222222222222	Enter new Start MeterReadingDate	Enter Start MeterReading here

Back Save

Enter Start Meter reading date

Enter Start Meter reading

Home Page > FIT > Meter Details
Step 4 of 4: METER DETAILS

back to home page

- Update Installation and Meter Details
- Update Statement of FIT Terms
- Search and View existing FIT Installation
- Register New Installation
- Search for and edit existing Installation
- Update Generator Details
- Update Nominated Recipient Details
- Extend an existing installation
- Modify an existing FIT Installation
- Log out

Meter Details

Extension Reference	Meter Type	Serial Number/MPAN
FITXXXXXXX-1	Supply	11111111111111
FITXXXXXXX-1	Generation	22222222222222
FITXXXXXXX-1	Generation	Enter Serial Number/MPAN here

Meter Reading Details

Serial Number	Start Meter Reading Date	Start MeterReading
22222222222222	28/06/2010	123

Please confirm information provided is correct.

Yes No Save

Back

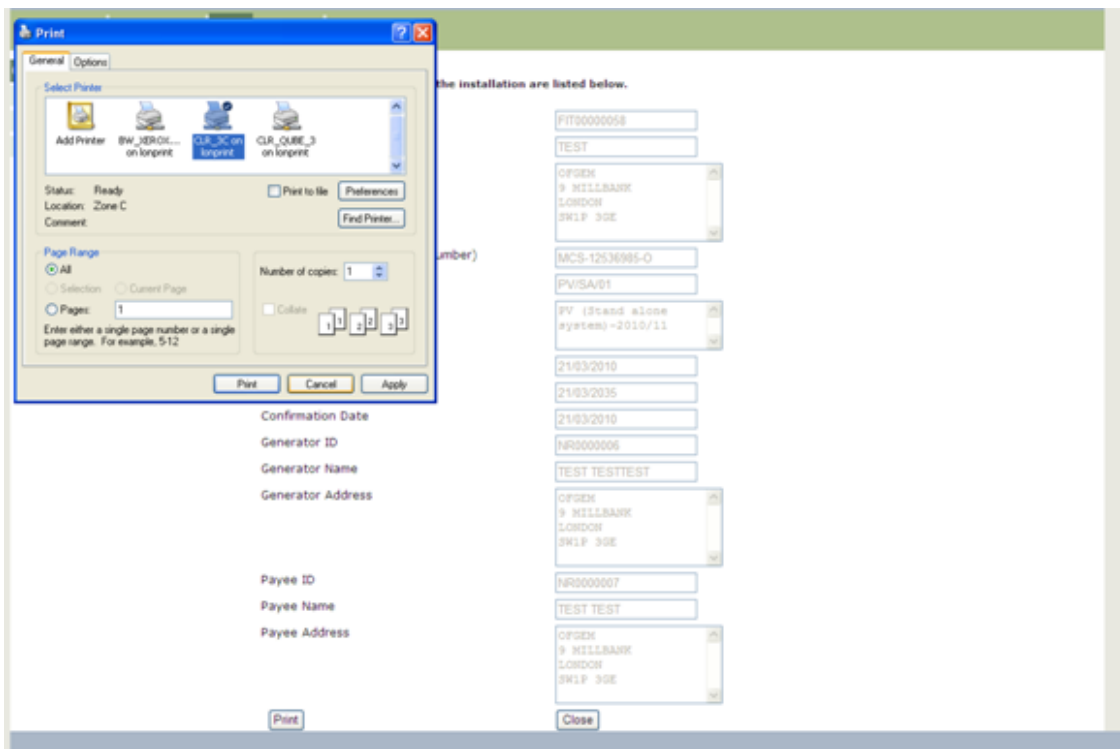
Confirm that information provided is correct

Confirmation Page

This page is displayed to confirm what details have been entered. Details will also be emailed to the user and the nominated email address for the licensee.

back to home page	
Home Page > FIT > Confirmation	
Central FIT Register entries for the installation are listed below.	
> Update Installation and Meter Details	FIT ID: FIT00002386
> Update Statement of FIT Terms	Installation Name:
> Search and View existing FIT Installation	Installation Address: 1 ABBEY ROAD BEXLEYHEATH DA7 4BD
> Register New Installation	Accreditation Number(MCS Number): MCS-45454545-a
> Search for and edit existing Installation	Tariff Code: WD/1.5-15/01
> Update Generator Details	Tariff Code Description: Wind (>1.5-15kW) - 2010/11
> Update Nominated Recipient Details	Tariff Rate: 26.7000
> Extend an existing installation	Eligibility Date: 28/06/2010
> Modify an existing FIT Installation	Eligibility End Date: 28/06/2030
> Log out	Commissioning Date: 01/06/2010
	Confirmation Date: 28/06/2010
	Generator ID: GEN5002163
	Generator Name: MR P JONES
	Generator Address: 1 ABBEY ROAD BEXLEYHEATH DA7 4BD
	Installation Status Code: Normal
	Payment Status Code: Pending FIT Terms
	Print Close

Print Confirmation Details



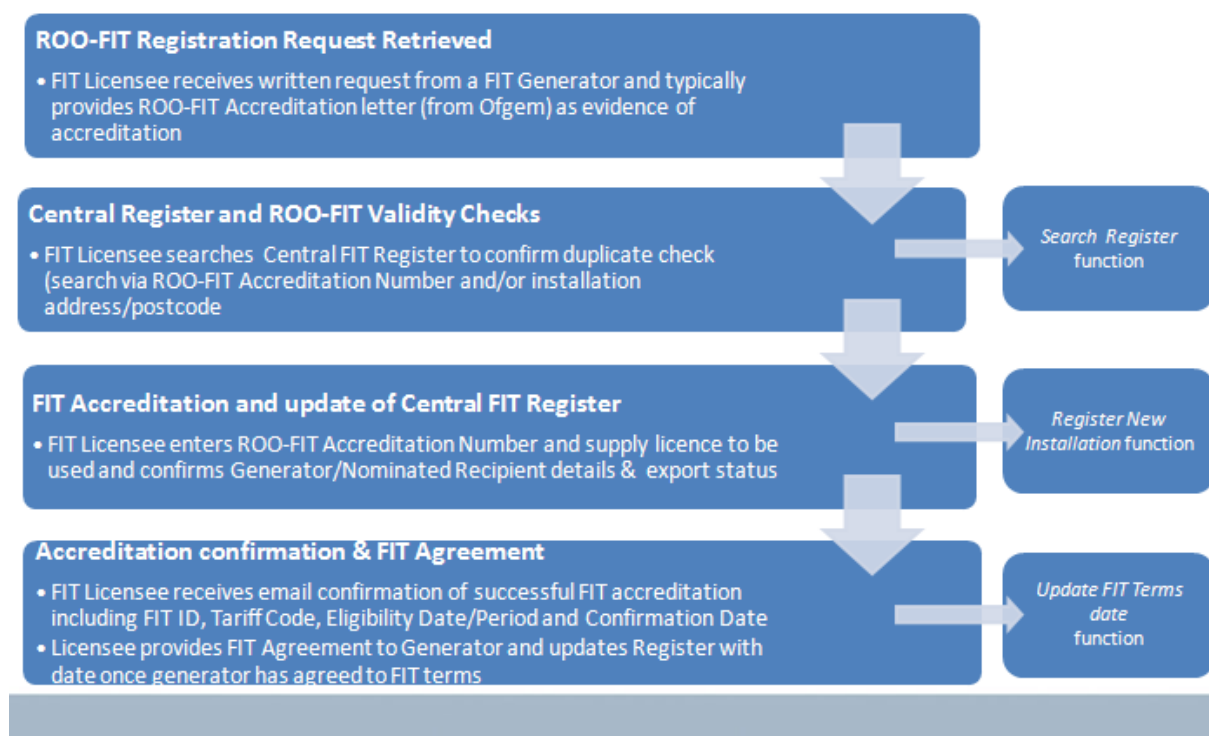
4. Register an ROO-FIT Installation

Chapter Summary

This Chapter provides guidance on the process to register a ROO-FIT Accredited installation (Photovoltaic, Wind and Hydro with capacity greater than 50kW up to and including 5MW and all Anaerobic Digestion installations up to and including 5MW).

The end to end process for ROO-FIT Accredited Registration

ROO-FIT Accredited Registration



ROO-FIT Accreditation is achieved through the Accreditation function within the Renewables and CHP Register. Once accredited, the Generator receives a notification letter from the Renewables & CHP team at Ofgem. This provides details for the FIT Licensee such as the ROO-FIT Accreditation Number.

The ROO-FIT Accredited Registration process requires little additional direct data input from licensees as much of the data is sourced directly from the Accreditation database within the Renewables and CHP Register.

Add new installation

To register a new ROO-FIT Accredited installation,

- Click on *Register New Installation* menu option
- Select the *ROO-FIT Accreditation Number* radio button
- Enter the ROO-FIT Accreditation Number provided in the field
- Click *Search* button.

Home Page > FIT > Register New Installation

Add new Installation

☐ MCS Certification Number*

☒ ROO-FIT Accreditation Number

MCS- FHD00001EN

Search

Supplier Licences

SSE Energy Supply Ltd Next

Select correct **Licence** from drop down menu

Confirm Generator/Nominated Recipient details

The Generator details are imported from the Accreditation database. However, the licensee should confirm that these match with the Generator's Accreditation Letter from Ofgem. The licensee must also confirm if the Generator will receive the FIT payments of if the addition of a Nominated Recipient is required.

Once this has been completed, click the *Next* button.

Home Page > FIT > Add New Generator
Step 1 of 4: GENERATOR DETAILS

back to home page

- Update Installation and Meter Details
- Update Statement of FIT Terms
- Search and View existing FIT Installation
- Register New Installation
- Search for and edit existing Installation
- Update Generator Details
- Update Nominated Recipient Details
- Extend an existing installation
- Modify an existing FIT Installation
- Log out

Title* Generation

First Name* Helen

Last Name* Burton

E-mail Address Chandra.Kotakadi@ofgem

Company Number Thames Water Utilities Lt

Company Name Thames Water Utilities Lt

Postcode* RG1 8DB

Find Address

Will the FIT Generator receive FITs payments for this installation? ☒ Yes ☐ No

Installation Comments

Back Next

Select if this generator will be receiving FITs Payments

Confirm Export Status

The licensee cannot change any installation or metering details for the installation. However, where the installation is grid connected, the licensee must confirm the Export Status for the installation by selecting the appropriate option from the *Export Status Code* dropdown list.

Then click *Get Tariff* to confirm the tariff code of the installation.

[back to home page](#)

[Update Installation and Meter Details](#)
[Update Statement of FIT Terms](#)
[Search and View existing FIT Installation](#)
[Register New Installation](#)
[Search for and edit existing Installation](#)
[Update Generator Details](#)
[Update Nominated Recipient Details](#)
[Extend an existing installation](#)
[Modify an existing FIT Installation](#)
[Log out](#)

Home Page > FIT > Add Installation Details
Step 3 of 4: ADD NEW INSTALLATION DETAILS

Installation Name
 Installation Address
 Installation Post code
 Installation_OS Grid reference
 Total Installed Capacity (kW)*
 Declared Net Capacity (kW)*
 Are there any previous installations of this technology operating at this site? ☒ ?
 Existing Total Installed Capacity (kW)* ?
 Existing Declared Net Capacity (kW)* ?
 Technology Type*
 PV Installation Type
 Installation Type* ?
 Application Date* ?
 Commissioning Date* ?
 Is the Installation Grid Connected ☒ ?
 Export Status Code*
 Tariff Code*
 Tariff Description*
 Rate (p/kWh)*

 Installation Comments

Step 4 of 4: METER INSTALLATION DETAILS

Update Installation and Meter Details	Installation Name	<input type="text"/>
Update Statement of FIT Terms	Installation Address	<input type="text" value="42, London, England"/>
Search and View existing FIT Installation	Installation Post code	<input type="text"/>
Register New Installation	Installation_OS Grid reference	<input type="text" value="AB976567"/>
Search for and edit existing Installation	Total Installed Capacity (kW)*	<input type="text" value="200.00"/>
Update Generator Details	Declared Net Capacity (kW)*	<input type="text" value="200.00"/>
Update Nominated Recipient Details	Are there any previous installations of this technology operating at this site?	<input checked="" type="checkbox"/> ?
Extend an existing installation	Existing Total Installed Capacity (kW)*	<input type="text" value="0.00"/> ?
Modify an existing FIT Installation	Existing Declared Net Capacity (kW)*	<input type="text" value="0.00"/> ?
Log out	Technology Type*	<input type="text" value="Hydro"/>
	PV Installation Type	<input type="text" value="N/A"/>
	Installation Type*	<input type="text" value="Domestic"/> ?
	Application Date*	<input type="text" value="26/06/2010"/> ?
	Commissioning Date*	<input type="text" value="12/06/2010"/> ?
	Is the Installation Grid Connected	<input checked="" type="checkbox"/> ?
	Export Status Code*	<input type="text" value="No Export"/>
	Tariff Code*	<input type="text" value="HY/100-2M/01"/>
	Tariff Description*	<input type="text" value="Hydro (>100kW-235W) - 2010/11"/>
	Rate (p/kWh)*	<input type="text" value="11.00"/>
		<input type="button" value="Get Tariff"/>
	Installation Comments	<input type="text" value="Comments"/>
	<input type="button" value="Back"/>	<input type="button" value="Next"/>

Meter Details

No changes can be made to meter details provided via the ROO-FIT accreditation process. Click the *Next* button to continue.

[back to home page](#)

Home Page > FIT > Meter Details
Step 4 of 4: METER DETAILS

Meter Details			
Extension Reference	Meter Type	Serial Number/MPAN	
FIT00002387-1	Generation	545675676578	Edit

Meter Reading Details			
Serial Number	Start Meter Reading Date	Start MeterReading	
545675676578	20/06/2010	565467	Edit

A confirmation screen is then displayed which can be printed if required and an email notification confirming the successful registration is sent to the licensee.

← back to home page	Home Page > FIT > Confirmation	
> Update Installation and Meter Details	Central FIT Register entries for the installation are listed below.	
> Update Statement of FIT Terms	FIT ID	<input type="text" value="FIT00002387"/>
> Search and View existing FIT Installation	Installation Name	<input type="text"/>
> Register New Installation	Installation Address	<input type="text" value="AB876567"/>
> Search for and edit existing Installation		
> Update Generator Details	Accreditation Number(ROO-FIT)	<input type="text" value="FHD00001EN"/>
> Update Nominated Recipient Details	Tariff Code	<input type="text" value="HY/100-2M/01"/>
> Extend an existing installation	Tariff Code Description	<input type="text" value="Hydro (>100kW-2MW) - 2010/11"/>
> Modify an existing FIT Installation	Tariff Rate	<input type="text" value="11.0000"/>
> Log out	Eligibility Date	<input type="text" value="26/06/2010"/>
	Eligibility End Date	<input type="text" value="26/06/2030"/>
	Commissioning Date	<input type="text" value="12/06/2010"/>
	Confirmation Date	<input type="text" value="28/06/2010"/>
	Generator ID	<input type="text" value="GEN0176599"/>
	Generator Name	<input type="text" value="GENERATION HELEN BL"/>
	Generator Address	<input type="text" value="THAMES WATER PLC
BUSINESS CENTRE
VASTERN ROAD
READING
RG1 8DB"/>
	Installation Status Code	<input type="text" value="Normal"/>
	Payment Status Code	<input type="text" value="Pending FIT Terms"/>
	<input type="button" value="Print"/>	<input type="button" value="Close"/>

5. Search and View an existing FIT Installation

Chapter Summary

This chapter provides details of how licensees can search the Central FIT Register and view the details of those installations they have already registered and are making FIT payments to.

This function allows the FIT Licensee to perform a search for installations within both the Central FIT Register and the broader Renewables and CHP Register. Where the licensee has registered the FIT installation, the details can also be viewed. Where a previously registered generator/installation has failed to agree FIT Terms with the licensee and has been “Released”, these installations are visible to all licensees until they are re-assigned.

There are different search options that can be used, depending on the information available to the user.

Search on FIT ID or MCS Certification Number

The licensee can search on a suitable reference number such as the MCS Certificate Number, the ROO-FIT Accreditation Number, the RO Accreditation Number (for migrated RO stations) or the FIT ID, the unique identifier within the Central FIT Register.

- a) Enter the appropriate reference number
- b) Click *Submit* button

The screenshot displays the user interface of the Central FIT Register. At the top, there is a navigation bar with tabs: My Account, Declaration, Certificates, Compliance, FIT - Levelisation, FIT, Reports, and Reports. Below this, a sidebar on the left contains a list of actions: back to home page, Update Installation and Meter Details, Update Statement of FIT Terms, Search and View existing FIT Installation (highlighted), Register New Installation, Search for and edit existing Installation, Update Generator Details, Update Nominated Recipient Details, Extend an existing installation, Modify an existing FIT Installation, and Log out. The main content area shows the breadcrumb 'Home Page > FIT > SearchFIT'. Under the heading 'Search Options', there are two radio buttons: 'Search By MCS Certificate Number/ROO-FIT/RO Accreditation Number/FIT ID' (selected) and 'Search By Address or Postcode'. Below these are four input fields with corresponding labels: 'MCS Certification Number', 'ROO-FIT Accreditation Number', 'RO Accreditation Number (for migrated RO Generators)', and 'FIT ID'. Each input field has a question mark icon to its right. A 'Submit' button is located at the bottom of the input fields. Below the input fields, the heading 'Installations' is visible.

Search on Postcode

- a) Enter the Postcode and click on the *Submit* button
- OR**
- a) Enter the Postcode and click on the *Find Address* button to search for the exact address.
- b) Click on drop down menu and select the correct address.
- c) If the detail is correct, click on the *Submit* button.

The screenshot shows the 'ofgem E-Serve' website. On the left is a navigation menu with links: 'back to home page', 'Register New MCS Installation', 'Search For Existing Installation', and 'Log out'. The main content area has a breadcrumb trail 'Home Page > FIT > SearchFIT'. Under 'Search Options', 'Search By Address or Postcode' is selected. The 'Enter a Postcode*' field contains 'SW1P 3GE'. Below it are fields for 'Address List', 'Address1', 'Address2', 'Town/City', and 'Postcode'. A 'Find Address' button is highlighted with a red box, and an arrow points from a text box to a dropdown menu that appears below it, showing 'Select an Address' and 'Ofgem 9 Millbank, LONDON'. A 'Submit' button is at the bottom.

Select the correct address from the drop down menu

This screenshot shows the same search interface but with the search results populated. The 'Postcode' field now displays 'SW1P 3GE'. The 'Address List' dropdown menu is expanded, showing 'Ofgem 9 Millbank, LON'. Below this, the search results are displayed in a form: 'Address1' is 'Ofgem', 'Address2' is '9 Millbank', 'Town/City' is 'LONDON', and 'Postcode' is 'SW1P 3GE'. A 'Submit' button is at the bottom.

The Search will generate a list of registered installations that is displayed as a list:

- Locate the detail that you wish to view
- Click on **View**

My Account | FIT - Levellisation | **FIT** | Reports

Home Page > FIT > View AllGeneratorInstallations

Generator Installations

Back

FIT ID	Technology Name	Accreditation No	Commissioning Date	Application Date	View
FIT00001543	Photovoltaic	MCS-00005653-W		14/05/2010	View

Select the **view** option of the FIT ID to see generator details

FIT Licensees can only view the details of those installations that they have registered.

Viewing Installation Details

When viewing details of an installation the screen is split into 2 areas:-

back to home page

Register New Installation

Search and View existing FIT Installation

Update Installation and Meter Details

Modify an existing FIT Installation

Update Generator Details

Update Nominated Recipient Details

Extend an existing installation

Update Statement of FIT Terms

Log out

View Installation Details

Core details view

Core Details

FIT ID: FIT00002430 Licence Name: FITLicence

Installation Address

Address Line 1: 2 CASTLE STREAM COU

Address Line 2:

Address Line 3:

Town / City: DURSLEY

Postcode: GL11 5GN

Installation Name:

Technology Type: Photovoltaic

Installation Type: Domestic

PV Installation Type: Retrofit

Is the Installation Grid Connected: ☐

Existing Total Net Capacity (kW): 0.0000

Installation Status Code: Normal

Payment Status Code: Normal

Export Status Code: No Export (off grid)

Application Date*: 30/06/2010

FIT Terms Agreed Date:

Existing Declared Net Capacity (kW): 0.0000

Tab details view

Generator Details | Installation & Meter Details | Installation History | Modifications | Linked Installations

Generator & Nominated Recipient Details

Generator Details

Generator Name: MR D SMITH

Generator Company Name:

Generator Company Number:

Generator Address: 63 MAY LANE DURSLEY GL11 4HU

Generator status code: Normal

Is generator the nominated recipient for the FITs payments?: No

Generator Comments:

Nominated Recipient Details

Name: MR PAUL WEBB

Company Name:

Company Number:

Address: OFGEM 9 MILLBANK SW1P 3GE

Nominated recipient status code: Normal

Nominated Recipient Comments:

Core Details View

The core details view is always visible regardless of what tab is displayed.

View Installation Details

Core Details

FIT ID	<input type="text" value="FIT00002430"/>	Licence Name	<input type="text" value="FITLicence"/>
Installation Address			
Address Line 1	<input type="text" value="2 CASTLE STREAM COU"/>	Installation Name	<input type="text"/>
Address Line 2	<input type="text"/>	Technology Type	<input type="text" value="Photovoltaic"/>
Address Line 3	<input type="text"/>	Installation Type	<input type="text" value="Domestic"/>
Town / City	<input type="text" value="DURSLEY"/>	PV Installation Type	<input type="text" value="Retrofit"/>
Postcode	<input type="text" value="GL11 5GN"/>	Is the Installation Grid Connected	<input type="checkbox"/>
Installation OS Grid Ref	<input type="text"/>	Existing Total Net Capacity (kW)	<input type="text" value="0.0000"/>
		Installation Status Code	<input type="text" value="Normal"/>
		Payment Status Code	<input type="text" value="Normal"/>
		Export Status Code	<input type="text" value="No Export (off grid)"/>
		Application Date*	<input type="text" value="30/06/2010"/>
		FIT Terms Agreed Date	<input type="text"/>
		Existing Declared Net Capacity (kW)	<input type="text" value="0.0000"/>

The Tab details view shows a range of tabs which display relevant information about the installation. The following tabs are available:-

- Generator Details
- Installation & Meter Details
- Installation History
- Modifications
- Linked Installations

View Generator Detail

This view shows details of the Generator and if present the Nominated Recipient.

Generator Details | **Installation & Meter Details** | **Installation History** | **Modifications** | **Linked Installations**

Generator & Nominated Recipient Details

Generator Details		Nominated Recipient Details	
Generator Name	<input type="text" value="MR D SMITH"/>	Name	<input type="text" value="MR PAUL WEBB"/>
Generator Company Name	<input type="text"/>	Company Name	<input type="text"/>
Generator Company Number	<input type="text"/>	Company Number	<input type="text"/>
Generator Address	<input type="text" value="63 MAY LANE
DURSLEY
GL11 4HU"/>	Address	<input type="text" value="OFGEM
9 MILLBANK
SW1P 3GE"/>
Generator status code	<input type="text" value="Normal"/>	Nominated recipient status code	<input type="text" value="Normal"/>
Is generator the nominated recipient for the FITs payments ?	<input type="text" value="No"/>	Nominated Recipient Comments	<input type="text" value="30/06/2010 : qwewq
30/06/2010 : rrr
30/06/2010 : asdf
29/06/2010 : Will the Generator re
27/06/2010 : test"/>
Generator Comments	<input type="text"/>		

View Installation and Meter Detail

This view shows details of the installations such as the capacity, accreditation details, tariff code and rate and eligibility details.

Meter details, reading and MPANs are also displayed.

Generator Details	Installation & Meter Details	Installation History	Modifications	Linked Installations						
Accredited Installation Details										
Extension Reference	Accreditation No	Commissioning Date	TIC	DNC	Tariff Code	Tariff Rate	Eligibility Date	Eligibility End Date	Confirmation Date	Payment Split %
FIT00002430-1	MCS-44444444-J	30/06/2010	3.0000	3.0000	PV-R/0-4/01	41.3000	30/06/2010	29/06/2035	30/06/2010	
Meter Details										
Extension Reference		Meter Type		Serial Number/MPAN						
FIT00002430-1		Generation		9999999X2		Edit				
FIT00002430-1		Generation		789A3		Edit				
Meter Reading Details										
Serial Number		Start Meter Reading Date		Start MeterReading						
9999999X2		30/06/2010		32		Edit				
789A3		30/06/2010		0		Edit				
Installation Comments										
<div>Installation Comments</div> <div></div>										

View Installation history

This view shows details of previous Generators and Nominated Recipients for the installation

Generator Details	Installation & Meter Details	Installation History	Modifications	Linked Installations
Installation History Details				
Generator ID	Generator Name	Generator Address	Start Date	End Date
GEN5002018	MR P SMITH	8 WANSUNT ROAD BEXLEY DA5 2DQ	29/06/2010	29/06/2010
GEN5002195	MR P SMITH	8 WANSUNT ROAD DA5 2DQ	29/06/2010	29/06/2010

View Modifications

This view shows any modifications that have been made to the installation. Modifications are changes to an accredited FIT installation that could affect its eligibility. However, extensions are not classed as modifications. More details of modifications can be found in Chapter 7 (Modify an existing installation).

[Generator Details](#) [Installation & Meter Details](#) [Installation History](#) [Modifications](#) [Linked Installations](#)

Modifications Category	Modification Summary	Modification Details	Date
Information	test	test	29/06/2010

View Linked Installations

This view shows details of other FIT installations that are linked to the one being viewed by virtue of a shared generator or nominated recipient.

[Generator Details](#) [Installation & Meter Details](#) [Installation History](#) [Modifications](#) [Linked Installations](#)

Generator Details

FIT ID	Technology	Installation Address	Installation Type	Export Status code	Installation Status code	Payment Status code	Confirmation Date
FIT00002434	Wind	63 MAY LANE GL11 4HU	Domestic	No Export (off grid)	Normal	Pending FIT Terms	30/06/2010

Payee Details

6. Update Installation and Meter details

Chapter Summary

This chapter provides details of how to update certain installation and meter details for an existing FIT installation.

To update these details select the *Update Installation and Meter Details* link. Enter FIT ID and click the *Submit* button.

Click on *Edit* button to access the edit details screen

Scheme	Technology Name	Accreditation No	Accreditation Date	Commissioning Date*	FIT ID	Edit
FIT	Photovoltaic	MCS-00005383-P	29/06/2010	01/01/0001	FIT00001545	Edit

Update Installation Detail

It is possible to update the following details:-

- Licence Name
- Installation Name
- Installation Type
- Add new meter
- Export Status Code (to be available shortly)

Should any other details need to be changes please contact the Central FIT Register Team at Ofgem via FITregister@ofgem.gov.uk.

Home Page > FIT > Update Installation and Meter Details

[back to home page](#)
[Register New Installation](#)
[Search and View existing FIT Installation](#)
[Update Installation and Meter Details](#)
[Modify an existing FIT Installation](#)
[Update Generator Details](#)
[Update Nominated Recipient Details](#)
[Extend an existing installation](#)
[Update Statement of FIT Terms](#)
[Log out](#)

Core Details

FIT ID: Licence Name:

Installation Address

Address Line 1: Installation Name:

Address Line 2: Technology Type:

Address Line 3: Installation Type:

Town / City: PV Installation Type:

Postcode: Is the Installation Grid Connected: ☒

Installation OS Grid Ref:

Existing Total Net Capacity (kW): Existing Declared Net Capacity (kW):

Installation Status Code:

Payment Status Code:

Export Status Code:

Application Date*:

FIT Terms Agreed Date:

Accredited Installation Details

Accredited Installation ID	Extension Reference	Accreditation No	Commissioning Date	Eligibility Date	Eligibility End Date	Confirmation Date	Payment Split %
1543	FIT00001545-1	MCS 000053		27/05/2010	26/05/2035	07/06/2010	

Select the correct meter type from the drop menu

Meter Details

Extension Reference	Meter Type	Serial Number/MPAN
FIT00001545-1	Supply	1300015060883
FIT00001545-1	Generation	09091660
<input type="text" value="FIT00001545-1"/>	<input type="text" value="Generation"/>	<input type="text" value="Enter Serial Number/MPAN here"/>

Enter Serial Number or MPAN number

Meter Reading Details

Serial Number	Start Meter Reading Date	Start Meter Reading
09091660	27/05/2010	0

Submit

Enter Meter details

Enter the meter type and serial number/MPAN as well as the starting meter reading and the date of reading.

Please enter MeterReadings

Meter Reading Details

Serial Number	Start Meter Reading Date	Start MeterReading	
09091660	27/05/2010	0	Edit
1234567891234	<input type="text" value="Enter new Start MeterReadingDate"/>	<input type="text" value="Enter Start MeterReading here"/>	Add

Confirmation Message

A message confirming that the information provided is correct will appear.

Meter Reading Details

Serial Number	Start Meter Reading Date	Start MeterReading	
09091660	27/05/2010	0	Edit
1234567891234	29/06/2010	2	Edit

Please confirm the information provided is correct

Confirm the information provided is correct

When records on the Central FIT Register are updated a notification email is sent to the licensee as well as the generator.

7. Modify an existing FIT Installation

Chapter Summary

This chapter provides guidance for Licensees with regard to making modifications to an existing FIT installation.

Modifications are changes to an accredited FIT installation that could affect its eligibility. However, extensions are not classed as modifications. Examples of modifications could be changes to components of a installation or replacement of a meter post registration/accreditation.

There are 3 classes of modification that can be entered into the Central FIT Register

- Information – modifications that are provided for information purposes only, for example the replacement of an existing meter with another approved meter
- Suspension – modifications that are sufficiently serious that the licensee requires further investigation to determine the continued eligibility within the scheme and that during this time the installation/generator and FIT payments be temporarily suspended.
- Removal – modifications that are sufficiently serious that the licensee has requested the installation be removed from the Central FIT Register as is no longer eligible to receive FIT payments.

To enter a modification, select the *Modify an existing FIT installation* link. Enter the FIT ID and click the *Submit* button.



Home Page > FIT > Manage FITs Installation

FIT ID

A screenshot of the input area for entering a FIT ID. It features a text input field with a green question mark icon to its right. Below the input field is a blue 'Submit' button. A red oval is drawn around the input field and the button.

The Core details screen for the installation is shown together with a modifications grid.

Home Page > FIT > Modify an existing FIT Installation

Modify an existing FIT Installation

Core Details

FIT ID: Licence Name:

Installation Address

Address Line 1: Installation Name: Installation Status Code:

Address Line 2: Technology Type: Payment Status Code:

Address Line 3: Installation Type: Export Status Code:

Town / City: PV Installation Type: Application Date:

Postcode: Is the Installation Grid Connected: ☒ FIT Terms Agreed Date:

Installation OS Grid Ref: Existing Total Net Capacity (kW): Existing Declared Net Capacity (kW):

Modification details

Modification reference	Modification request category	Modification subject	Modification details	Date	
<input type="text"/>	<input type="text" value="Please select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

Modification detail

- Select correct modification category
- Enter Modification Subject (this is a summary of the modification, e.g. meter replacement)
- Enter Modification detail (this is a textual description of the modification)
- Click the *Add* button

Modification details

Modification reference	Modification request category	Modification subject	Modification details	Date	
<input type="text"/>	<input type="text" value="Please select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

Select the correct **modification category** from the drop down menu

Where the *Modification Category* selected is *Suspend* or *Remove* an automated email is sent to the Central FIT Register team at Ofgem to inform them of the modification so that the appropriate action can be taken

back to home page

Register New Installation

Search and View existing FIT Installation

Update Installation and Meter Details

Modify an existing FIT Installation

Update Generator Details

Update Nominated Recipient Details

Extend an existing installation

Update Statement of FIT Terms

Log out

Home Page > FIT > Modify an existing FIT Installation

Modify an existing FIT Installation

Core Details

FIT ID

FIT00001540

Licence Name

E.ON Energy Ltd

Installation Address

Address Line 1

37 COLLEGE ROAD

Installation Name

Installation Status Code

Normal

Address Line 2

SYSTON

Technology Type

Photovoltaic

Payment Status Code

Normal

Address Line 3

Installation Type

Domestic

Export Status Code

Export (deemed)

Town / City

LEICESTER

PV Installation Type

Retrofit

Application Date

07/06/2010

Postcode

LE7 2AQ

Is the Installation Grid Connected

☒

FIT Terms Agreed Date

24/06/2010

Installation OS Grid Ref

Existing Total Net Capacity (kW)

Existing Declared Net Capacity (kW)

Modification details

Modification reference	Modification request category	Modification subject	Modification details	Date
MOD-1	Information	test	test	29/06/2010 11:31:04
	[Please select]			

Submit

Click "submit" when finished with the modification

Add

A modification reference and the date will be entered by the system automatically when the modification is submitted.

8. Update Generator Details

Chapter Summary

This chapter provides guidance for Licensees with regard to updating the details for the Generator (owner) for an existing FIT installation.

To update these details, click the *Update Generator Details* link.
Enter the FIT ID and click on *Search* Button

Home Page > FIT > Update Generator Details

Update Generator Details

FIT ID ?

Search

There are two options available for licensees when updating generator details:-

- Edit existing details – updating a detail for a generator, e.g. email address but the existing generator remains the owner of the installation.
- Assign a new Generator – removing the current generator (owner) and assigning a new one, e.g. the existing generator has moved house and the ownership of the installation has passed to the new home owner.

Update Generator Detail

Home Page > FIT > Update GeneratorDetails

Update Generator Details

Search

FIT ID [?](#)

Search Results

FIT ID	Technology	Accreditation	Commissioning Date*	Application Date*		
FIT00001540	Photovoltaic	MCS-00005658-S	N/A	07/06/2010	Edit existing details	Assign another generator to this installation

Edit existing **Assign new**

Edit Existing Detail

Make the required changes to the existing details and provide suitable comments to detail the reason for the update

Home Page > FIT > Update GeneratorDetails

Update Generator Details

Edit existing FIT Generator details

[Back to search](#)

Generator ID

Title*

First Name*

Last Name*

Enter a Postcode* [?](#)

Address List

Address1

Address2

Town/City

Postcode

Company Name [?](#)

Company Number [?](#)

E-mail Address

Is generator the Nominated Recipient of FITS Payment? ☒ Yes ☐ No

Comments History

Comments*

Generator status code

The comments field is mandatory

An confirmation box confirming that the detail provided is correct appear

The screenshot shows the 'Update Generator Details' page. On the left is a sidebar with navigation links: 'back to home page', 'Register New Installation', 'Search and View existing FIT Installation', 'Update Installation and Meter Details', 'Modify an existing FIT Installation', 'Update Generator Details', 'Update Nominated Recipient Details', 'Extend an existing installation', 'Update Statement of FIT Terms', and 'Log out'. The main content area has a breadcrumb 'Home Page > FIT > Update GeneratorDetails' and the title 'Update Generator Details'. Below the title is the heading 'Edit existing FIT Generator details' and a link 'Back to search'. A red circle highlights a confirmation message: 'Please confirm information provided is correct.' with 'Yes' and 'No' buttons. A red arrow points from a text box 'Confirm that the data provided is correct' to the 'Yes' button. Below the message are input fields for 'Generator ID' (GEM5001408), 'Title*' (Mr), 'First Name*' (Charles), 'Last Name*' (Glass), and 'Enter a Postcode*' (SW1P 3GE), followed by a 'Find Address' button and a help icon.

Home Page > FIT > Update GeneratorDetails

Update Generator Details

Edit existing FIT Generator details

[Back to search](#)

Please confirm information provided is correct.

Yes No

Generator ID GEM5001408

Title* Mr

First Name* Charles

Last Name* Glass

Enter a Postcode* SW1P 3GE ?

Find Address

Confirm that the data provided is correct

Transfer of payments to Nominated Recipient

It is possible to add a Nominated Recipient to the installation by changing the following detail.

Will the FIT Generator receive FITs payments for this installation?

☒ Yes

☐ No

A confirmation message is displayed, see overleaf.

- » Register New Installation
- » Search and View existing FIT Installation
- » Update Installation and Meter Details
- » Modify an existing FIT Installation
- » Update Generator Details
- » Update Nominated Recipient Details
- » Extend an existing installation
- » Update Statement of FIT Terms
- » Log out

Update Generator Details

Edit existing FIT Generator details

[Back to search](#)

Are you sure you want to remove payments from the Generator and transfer them to a Nominated Recipient?

Generator ID

Title*

First Name*

Last Name*

Enter a Postcode* ?

Address List

Address1

Address2

Town/City

Postcode

Company Name ?

Company Number ?

E-mail Address

Is generator the Nominated Recipient of FITS Payment ? ☐ Yes ☒ No

Comments History

Confirm that the payments will be transferred to a Nominated Recipient

Payee detail

Once it has been confirmed that a Nominated Recipient is required. The search options and process is the same as for assigning a Nominated Recipient when registering a new installation.

Search using the Payee ID

- a) Select *Payee ID* radio button
- b) Enter Payee ID in field
- c) Click *Search* button

« back to home page

- » Register New Installation
- » Search and View existing FIT Installation
- » Update Installation and Meter Details
- » Modify an existing FIT Installation
- » Update Generator Details
- » Update Nominated Recipient Details
- » Extend an existing installation
- » Update Statement of FIT Terms
- » Log out

Home Page > FIT > Search Payee

Payee Details

Please use one of the following options either to retrieve details for the previously-registered Nominated Recipient or to add details for a new one:

☐ Payee ID ?
☐ Payee Company Number ?
☐ Name and Address details ?

The information entered will be used to search for and retrieve an existing Nominated Recipient or add a new one

OR

Search using Payee Company Number

- d) Select the *Generator Company Number* radio button
- e) Enter the Generator's Company Number (This is the company's Registered number and not a VAT number)
- f) Click the *Search* button

Home Page > FIT > Search Payee

Step 2 of 4: ADD NOMINATED RECIPIENT OF FITS PAYMENTS

Please use one of the following options either to retrieve details for the previously-registered Nominated Recipient or to add details for a new one:

☐ Payee ID ?

☒ Payee Company Number ?

☐ Name and Address details ?

The information entered will be used to search for and retrieve an existing Nominated Recipient or add a new one

Payee Company Number

OR

Search using Name and Address Details

To search for an existing Nominated Recipient using a name and address:

- g) Select *Name & Address* radio button
- h) Enter details in Title, First Name, Last Name, Post Code fields
- i) Click the *Find Address* button
- j) Click on the drop down next to the Address Line 1 field and select the appropriate option
- k) Click on the *Search* button
- l) Click on the *Next* button to proceed to the next screen

Home Page > FIT > Search Payee

Step 2 of 4: ADD NOMINATED RECIPIENT OF FITS PAYMENTS

Please use one of the following options either to retrieve details for the previously-registered Nominated Recipient or to add details for a new one:

☐ Payee ID ?

☐ Payee Company Number ?

☒ Name and Address details ?

The information entered will be used to search for and retrieve an existing Nominated Recipient or add a new one

Title*

First Name*

Last Name*

Postcode*

Address Line1*

Assign nominated recipient

[back to home page](#)
[Register New Installation](#)
[Search and View existing FIT Installation](#)
[Update Installation and Meter Details](#)
[Modify an existing FIT Installation](#)
[Update Generator Details](#)
[Update Nominated Recipient Details](#)
[Extend an existing installation](#)
[Update Statement of FIT Terms](#)
[Log out](#)

Home Page > FIT > Add New Payee Details
Payee Details
Title*
First Name*
Last Name*
Payee Company Number
Company Name
Postcode*

Address Line1*

Installation Comments

Similarly to adding generator/nominated recipient details to a new registration, the following warning message will appear if there is already a nominated recipient with similar details assigned to the address specified.

[back to home page](#)
[Register New Installation](#)
[Search and View existing FIT Installation](#)
[Update Installation and Meter Details](#)
[Modify an existing FIT Installation](#)
[Update Generator Details](#)
[Update Nominated Recipient Details](#)
[Extend an existing installation](#)
[Update Statement of FIT Terms](#)
[Log out](#)

Home Page > FIT > Update GeneratorDetails
Update Generator Details

There is another generator at the same address with similar details existing with the same details. Please select "Keep my changes" to save the changes made to the existing generator. Alternatively, select another Generator from the table below.

FIT ID	Generator ID	Title*	First Name*	Last Name*
Keep my changes	NR0000027	MR	HARRY	WATS

Assign another generator to this installation

Home Page > FIT > Update GeneratorDetails

Update Generator Details

Assign a new Generator

[Back to search results](#)

Are you sure you want to assign a new Generator to this Installation?

Yes

No

Confirmation message for transfer new Generator to Installation message appears

Select one of the following options to retrieve previously registered Generator

- Generator ID
- Company number
- Name and Address details
- Click Next button

back to home page Register New Installation Search and View existing FIT Installation Update Installation and Meter Details Modify an existing FIT Installation Update Generator Details Update Nominated Recipient Details Extend an existing installation Update Statement of FIT Terms Log out	<p>Home Page > FIT > Generator Details</p> <p>Assign a new Generator</p> <p>Please use one of the following options either to retrieve details for the previously-registered generator or to add details for a new generator:</p> <p> <input type="radio"/> Generator ID ? <input type="radio"/> Company Number ? <input checked="" type="radio"/> Address details ? </p> <p>The information entered will be used to create a new FIT Generator or retrieve existing one already entered onto the register</p> <p>Postcode" <input type="text"/> <input type="button" value="Find Address"/></p> <p>Address Line1" <input type="text"/></p> <p><input type="button" value="Search"/></p> <p><input type="button" value="Back"/> <input type="button" value="Next"/></p>
--	---

A previously entered generator can be assigned or a new one created in the same way as for registering a new installation.

Update Generator Details					
<p>There is another generator at the same address with similar details existing with the same details. Please select "Keep my changes" to save the changes made to the existing generator. Alternatively, select another Generator from the table below.</p>					
FIT ID	Generator ID	Title*	First Name*	Last Name*	
Select	GEN5001408	Mr	Charles	Glass	
Select	GEN5002145	MR	JAMES	MILLER	
Select	GEN5002146				
Select	GEN5002148	MR	PAUL	WEBB	
Select	NR0000011	MR	JAMES	GRIFFIN	
Select	GEN5002152	MR	JAMES	PATRICK	
Select	GEN5002153	MR	JOHN	PATRICK	
Select	NR0000013	MR	GREEN	PAM	
Select	NR0000014	MR	ANDERSON	PAUL	
Select	NR0000017	MR	MATT	SEAL	
Select	NR0000018	MR	KRISHNA	NAGABHYRAVA	
Select	GEN5002157	MR	PAUL	WEBB	
Select	GEN5002160	MR	NICK	THOMAS	
Select	NR0000027	MR	HARRY	WATS	

When the new Generator is assigned, further confirmation and comments are required. The existing Generator and the licensee are also notified by email of the transfer

Update Generator Details	
<p>Home Page > FIT > Update GeneratorDetails</p>	
<p>Back to grid</p>	
<p>Please confirm information provided is correct.</p> <p>Yes No</p>	
Generator ID	
Title*	MR
First Name*	KRISHNA
Last Name*	NAGABHYRAVA
Enter a Postcode*	
	Find Address
Address List	Select An address
Address1	
Address2	
Town/City	
Postcode	
Company Name	
Company Number	
E-mail Address	
Is generator the Nominated Recipient of FITs Payment ?	Yes No
Comments History	
Comments*	
Generator status code	

9. Update Nominated Recipient Details

Chapter Summary

This chapter provides guidance for Licensees with regard to updating the details for the Generator (owner) for an existing FIT installation.

To update these details, select the *Update Nominated Recipient Details* link. Enter the FIT ID and click on *Search*.

My Account | FIT - Levelisation | **FIT** | Reports

Home Page > FIT > Update Nominated Recipient Details

Update Nominated Recipient Details

FIT ID ?

Search

There are two options available for licensees when updating nominated recipient details:-

- Edit existing details – updating a detail for a nominated, e.g. address details but the existing nominated recipient continues to receive FIT payments for the installation.
- Assign a new nominated recipient – removing the current one and transferring payments to a new or existing nominated recipient.

The steps involved in updating Nominated Recipient details are the same as for updating Generator details (see Chapter 8)

10. Extend an existing installation

Chapter Summary

This chapter provides guidance for Licensees with regard to extending (adding capacity) to an existing FIT installation.

Extensions occur when the generator adds additional generating capacity to a FIT installation.

Select the *Extend an existing installation* link.
Enter FIT ID and click the *Submit* button.

Then click the *Extend* link

Scheme	Technology Name	Accreditation No	Accreditation Date	Commissioning Date*	FIT ID	Extend
FIT	Photovoltaic	MCS-00005658-S	29/06/2010	01/01/0001	FIT00001540	Extend

A valid MCS Certificate number for the extension is required.

NB This version of the Central FIT Register does not support the extension of ROO-FIT Accredited installation. To extend a ROO-FIT installation, please contact the Central FIT Register Team via FITregister@ofgem.gov.uk.

back to home page

- Register New Installation
- Search and View existing FIT Installation
- Update Installation and Meter Details
- Modify an existing FIT Installation
- Update Generator Details
- Update Nominated Recipient Details
- Extend an existing installation
- Update Statement of FIT Terms
- Log out

Extend an existing FIT Installation

[Back](#)

Has the installation been accredited via the MCS or the ROO-FIT accreditation process?

☒ MCS ☐ ROO-FIT

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Core detail & Accredited Installation Details

The core details view for the installation is shown as well as the Accredited Installation Details view as below.

Accredited Installation Details										
Extension Reference	Accreditation No	Commissioning Date	TIC	DNC	Tariff Code	Tariff Rate	Eligibility Date	Eligibility End Date	Confirmation Date	
FIT00002231-1	MCS-00005801-c	01/04/2009	2.2000	2.2000	PV-R/0-4/01	41.3000	17/06/2010	16/06/2035	01/04/2009	
FIT00002231-2	MCS-23121212-Q	29/06/2010	3.5000	3.5000	PV/4-10/01	36.1000	29/06/2010	28/06/2035	29/06/2010	
	MCS-33333333-K	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Meter Details			
Extension Reference	Meter Type	Serial Number/MPAN	
FIT00002231-1	Supply	1610023739770	Edit
FIT00002231-1	Generation	09101530	Edit
FIT00002231-2	Generation	091015301	Edit
<input type="text" value="FIT00002231-2"/>	<input type="text" value="Generation"/>	<input type="text" value="Enter Serial Number/MPAN here"/>	Add

Meter Reading Details			
Serial Number	Start Meter Reading Date	Start MeterReading	
09101530	17/06/2010	0	Edit
091015301	29/06/2010	12	Edit

Accredited Installation Details

Extension Reference	Accreditation No	Commissioning Date	TIC	DNC	Tariff Code	Tariff Rate	Eligibility Date	Eligibility End Date
FIT00001540-1	MCS-00005658-S		1.7500	1.7500	PV-R/0-4/01	41.3000	07/06/2010	06/06/2035

Select the commissioning date for the extension

Accredited Installation Details

Extension Reference	Accreditation No	Commissioning Date	TIC	DNC	Tariff Code	Tariff Rate	Eligibility Date	Eligibility End Date	Confirmation Date
FIT00001540-1	MCS-00005658-S		1.7500	1.7500	PV-R/0-4/01	41.3000	07/06/2010	06/06/2035	07/06/2010
FIT00001540-2	MCS-00005658-S	29/06/2010	2.25	2.25	PV-R/0-4/01	41.30	07/06/2010	06/06/2035	07/06/2010

Enter commissioning date, Total Install Capacity and Declared Net Capacity before proceeding by clicking *Add*

Enter the meter details for the extension; these can be the same as for the existing/original installation

Meter Details

Extension Reference	Meter Type	Serial Number	Action
FIT00001540-1	Supply	1100014098891	Edit
FIT00001540-1	Generation	47038291	Edit
FIT00001540-2	Generation	Enter Serial Number/MPAN here	Add

Meter Reading Details

Meter Detail

Please enter MeterReadings

Meter Reading Details

Serial Number	Start Meter Reading Date	Start MeterReading	
47038291	07/06/2010	0	Edit
1234567891011	<input type="text" value="Enter new Start MeterReadingDate"/>	<input type="text" value="Enter Start MeterReading here"/>	Add

Enter a Start meter reading date and Start meter reading for the Generation meter before clicking *Add*

A confirmation message will appear to confirm that the information provided is correct.

Please enter MeterReadings

Meter Reading Details

Serial Number	Start Meter Reading Date	Start MeterReading	
47038291	07/06/2010	0	Edit
1234567891011	<input type="text" value="29/06/2010"/>	<input type="text" value="2"/>	Add

Please confirm information provided is correct.

Depending on the commissioning date of the extension and the confirmation and commissioning date of the existing installation the installation will be treated in one of the following ways:-

- *Treated as part of the original installation* – in this instance the extension and the original installation are treated as one. They share the same confirmation date, eligibility period as the original existing installation. The tariff code remains the same as long as it remains in the same band. If not it is updated to reflect the aggregate Total Installed Capacity of the original installation and the extension.
- *Treated as a separate installation* – in this instance the extension will have its own eligibility period (different from the original) and will have its own separate tariff code. This being determined by the aggregate Total Installed Capacity of the original installation and the extension.

Each extension received an *Extension Reference* based on the FIT ID of the following format, FIT12345678-1, -2 etc. This reference is allocated regardless of the treatment of the extension.

11. FIT Terms

Chapter Summary

This chapter provides guidance for Licensees with regard to updating the date the statement of FIT Terms is agreed between the Generator and the Licensee.

Select the *Update Statement of FIT Terms* link.
Enter the FIT ID and click *search*.

My Account Declaration Certificates Compliance FIT - Levelisation **FIT** Reports Reports

back to home page

- Update Installation and Meter Details
- Update Statement of FIT Terms
- Search and View existing FIT Installation
- Register New Installation
- Search for and edit existing Installation
- Update Generator Details
- Update Nominated Recipient Details
- Extend an existing installation
- Modify an existing FIT Installation
- Log out

Update Statement of FIT Terms

Search

FIT ID ?

Search

Enter the FIT ID and click search

The details of the searched FIT ID will be displayed in the Search Results area. Click on the FIT ID displayed, to edit the FIT terms.

The screenshot shows the 'Update Statement of FIT Terms' page. On the left is a sidebar with navigation links. The main content area has a search box where 'FIT00000019' is entered. Below the search box is a table of search results.

FIT ID	Technology	Accreditation	Application Date*	FIT ID
FIT00000019	Photovoltaic	MCS-00000072-L	12/04/2010	Select

Edit the FIT terms date as per agreed between Licensee and generator.

The screenshot shows the 'Edit' form for the FIT ID FIT00000019. The 'FIT Terms Agreed date' is set to 17/06/2010. A red callout box with an arrow points to the date field, containing the text: 'Select the date the FIT Terms were agreed between Licensee and generator & click Submit'.

12. User Management

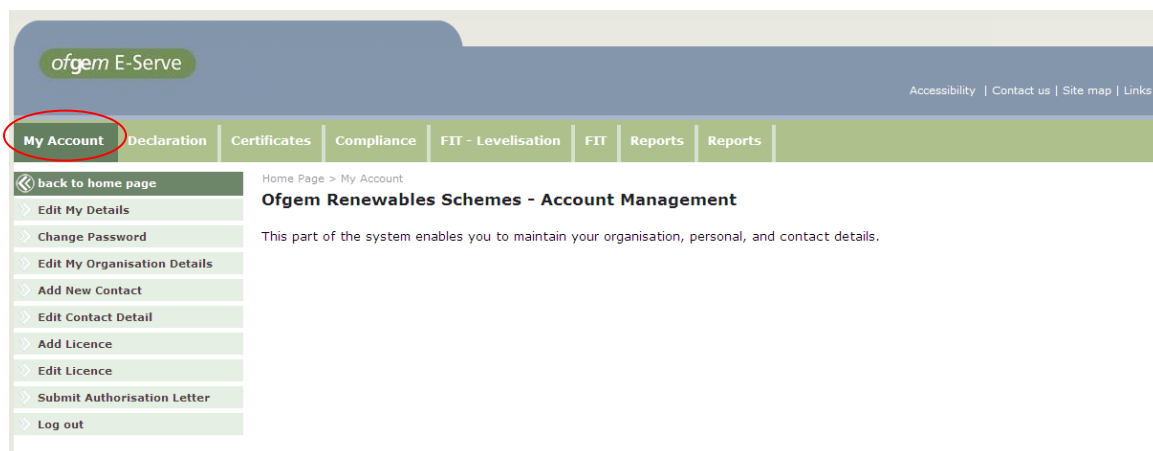
Chapter Summary

This chapter provides guidance for Licensees in creating, editing and setting permissions for users.

User Management

To access user management functions, the user must be a *Super User* or have “add user” permissions delegated to them by their organisational *Super User*

Click on the “My Account” link. This will display a range of options on the vertical menu. Please note that some of these are available to the *Super User* only.



Edit own account details

My Account	Declaration	Certificates	Compliance	FIT - Levelisation	FIT	Reports	Reports
------------	-------------	--------------	------------	--------------------	-----	---------	---------

[back to home page](#)

[Edit My Details](#)
[Change Password](#)
[Edit My Organisation Details](#)
[Add New Contact](#)
[Edit Contact Detail](#)
[Add Licence](#)
[Edit Licence](#)
[Submit Authorisation Letter](#)
[Log out](#)

Home Page > My Account > Edit Details

Edit Details

User Type*

☒ RO Super User

☒ FIT Super User

Title* ?

First name* ?

Last name* ?

Middle initials ?

Job title ?

Email address* ?

Telephone number* ?

Fax number ?

Please enter a preferred username (You will require this to log into the system)*

Username* ?

[Submit](#) [Email Notifications](#)

This Email notification applies for RO Super Users **ONLY**

Change password

Users are required to enter their previous password before being able to enter a new password. Re-confirmation of the new password is required before the password change is accepted.

[back to home page](#)

[Edit My Details](#)
[Change Password](#)
[Edit My Organisation Details](#)
[Add New Contact](#)
[Edit Contact Detail](#)
[Add Licence](#)
[Edit Licence](#)
[Submit Authorisation Letter](#)
[Log out](#)

Home Page > My Account > Change Password

Change password

Please enter your current password and your new password.

[Change password](#)

In this box you should type in your new password. The password must contain at least 9 characters. There must be at least one digit, a lowercase letter and an uppercase letter.

Username* ?

Current password* ?

New password* ?

New password confirmation* ?

[Change password](#)

Edit organisation details

If any amendments are required to the organisational details they can be made by selecting the *Edit My Organisation Details* link. Enter any amendments to the details on this screen, and select *Submit* when completed.

[back to home page](#)
[Edit My Details](#)
[Change Password](#)
[Edit My Organisation Details](#)
[Add New Contact](#)
[Edit Contact Detail](#)
[Add Licence](#)
[Edit Licence](#)
[Submit Authorisation Letter](#)
[Log out](#)

Home Page > My Account > Edit Organisation Details

Edit organisation details

* fields are mandatory

Organisation Reference	<input type="text" value="SUP0008897"/>	?
Company name*	<input type="text" value="Energy"/>	?
Address*	<input type="text" value="Ofgem"/>	?
	<input type="text" value="9 Millbank"/>	?
	<input type="text"/>	?
Town/City*	<input type="text" value="LONDON"/>	?
County	<input type="text"/>	?
Country*	<input type="text" value="England"/>	?
Postcode*	<input type="text" value="SW1P 3GE"/>	?
Telephone number	<input type="text"/>	?
Fax number	<input type="text"/>	?

Add new contact

To create a new user or "contact", select the "Add New Contact" Link. The following screen is displayed. Select the user type, either Renewables Obligation (RO) or Feed in Tariffs (FIT).

Please note that *Super User* can only select user types for the schemes they administer. Therefore an *RO Super User* cannot create a FIT user and vice versa. Where a user is a *Super User* for the FIT and RO, then both user types can be selected.

The mandatory fields are indicated by a * symbol.

Once the contact details have been entered, please add a username (this can be an email address) and click "Submit".

Home Page > My Account > Add Contact

Add Contact

User Type*

☐ RO User

☐ FIT User

Select the appropriate scheme for the new contact

Title*

First name*

Last name*

Middle initials

Job title

Email address*

Telephone number*

Fax number

Please enter a preferred username (You will require this to log into the system)*

Username*

Submit

A screen to allocate user permissions for the Central FIT Register now appears. Check the boxes for the permissions required for the user.

Home Page > My Account > Add Contact > Add Permissions

Permissions

Permissions for Charles Glas

[Click here to view the explanation of permissions](#)

Permissions	
Create installation details	<input type="checkbox"/>
Edit installation details	<input type="checkbox"/>
Levelisation Submissions	<input type="checkbox"/>
Reporting	<input type="checkbox"/>
Add new contact	<input type="checkbox"/>
Delete contact	<input type="checkbox"/>

Save Update

Permissions	
Create installation details	<input type="checkbox"/>
Edit installation details	<input type="checkbox"/>
Levelisation Submissions	<input type="checkbox"/>
Reporting	<input type="checkbox"/>
Add new contact	<input type="checkbox"/>

Permission	Description
Create installation details	Allows the user to Register a new FIT installation
Edit installation details	Allows the user to edit an existing FIT installation
Levelisation submissions	Allows the user to submit data for the levelisation process
Reporting	Allows the user to access FIT scheme reports
Add new contact	Allows the user to create a new contact (with default permissions only)

The default settings for a new FIT user are to enable the following permissions:-

- Create installation details
- Edit installation details

After selecting the appropriate permission for the new contact, the user is requested to confirm their password:

The screenshot shows the 'Verify User' form. On the left is a sidebar menu with options: back to home page, Edit My Details, Change Password, Edit My Organisation Details, Add New Contact, Edit Contact Detail, Add Licence, Edit Licence, Submit Authorisation Letter, and Log out. The main content area has a breadcrumb trail: Home Page > My Account > Add Contact > Add Permissions. Below this is the title 'Verify User'. The form itself has two input fields: 'Username*' with the value 'Opus' and 'Current password*'. Both fields have a red circle around them and a question mark icon to the right. A 'Submit' button is located below the password field.

A confirmation message will appear confirming that the new contact has been successfully added:

The screenshot shows the 'Edit Contact' confirmation screen. The sidebar menu is the same as in the previous screenshot. The breadcrumb trail is: Home Page > Successful. The title is 'Edit Contact'. Below the title is a message: 'Your contact has been added successfully'. At the bottom of the main content area are two buttons: '<< Back' and 'Continue >>'. The 'Continue >>' button is circled in red.

Once all the required fields and permissions have been set the following confirmation screen appears. Click the *Continue* button to return to the user management home page.

An email will be sent to the new user confirming their account setup

Editing of Contact details

To edit an existing contact (user), select the *Edit Contact Detail* link. A drop down list of users will then appear. Select the required user to display the details screen.

The screenshot shows the 'Edit Contact' page. On the left is a sidebar with navigation links: 'back to home page', 'Edit My Details', 'Change Password', 'Edit My Organisation Details', 'Add New Contact', 'Edit Contact Detail', 'Add Licence', 'Edit Licence', 'Submit Authorisation Letter', and 'Log out'. The main content area has a breadcrumb trail 'Home Page > My Account > Edit Contact' and the title 'Edit Contact'. Below the title, it says 'Please select a contact to edit' followed by a dropdown menu labeled 'Please select...'. A red circle highlights the dropdown menu, and a red arrow points to it from a text box that says 'Click on the drop down menu to select the user details to be edited.'

Make the required amendments and click on the *Submit* button:

The screenshot shows the 'Edit Contact' page with the contact details form. The sidebar is the same as in the previous screenshot. The main content area has the breadcrumb trail 'Home Page > My Account > Edit Contact' and the title 'Edit Contact'. Below the title, it says 'Please select a contact to edit' followed by a dropdown menu showing 'Charles Glas'. Below this, there are checkboxes for 'User Type*' with 'RO User' and 'FIT User' both checked. The form fields are: 'Title*' (Mr), 'First name*' (Charles), 'Last name*' (Glas), 'Middle initials', 'Job title', 'Email address*' (Charles.glas@ofgem.gov.uk), 'Telephone number*' (02079017300), and 'Fax number'. Each field has a help icon (?). Below the form, it says 'Please enter a preferred username (You will require this to log into the system)*' followed by a 'Username*' field with the value 'Charles' and a help icon (?). At the bottom, there are four buttons: 'Submit', 'Delete contact', 'Edit User Permissions', and 'Email Notifications'. The 'Submit' button is circled in red.

Add new Licence

Select the *Add Licence* link to add details of a new licence.

Home Page > My Account > Add Licence

Licence Details
* fields are mandatory

Licence company registration number*

Licence Name*

Licence type*

Licence effective from date*

In which schemes would you like to participate?*

☐ CCL
☐ CCL CHP
☐ RO
☐ REGO
☐ FIT

Submit Cancel

It is mandatory to enter the company registration number before proceeding.

Home Page > My Account > Add Licence

Licence Details
* fields are mandatory

Licence company registration number*

Licence Name*

Licence type*

Licence effective from date*

In which schemes would you like to participate?*

☐ RO
☐ REGO
☐ FIT

Select the correct License type from the drop down menu

In which schemes would you like to participate?*

☐ [CCL](#)

☐ [CCL CHP](#)

☐ [RO](#)

☐ [REGO](#)

☒ [FIT](#)

Select Licence Type

☒ FIT Licence

☐ Non FIT Licence

[Submit](#) [Cancel](#)

Select the required Scheme

The Licence Type is required for FIT licensees. This is used to indicate where FIT installations and therefore FIT payments are to be linked to this licence or not.

A confirmation message appears stating that the license has been successfully added.

Home Page > Successful

[back to home page](#)

[Edit My Details](#)

[Change Password](#)

[Edit My Organisation Details](#)

[Add New Contact](#)

[Edit Contact Detail](#)

[Add Licence](#)

[Edit Licence](#)

[Submit Authorisation Letter](#)

[Log out](#)

Licence Details

The licence details have been successfully added. Please click the back button if you wish to add another licence.

Please note that if you have selected CCL or CCL CHP and have not already informed HMRC of your intention to participate in the CCL exemption for CCL / CCL CHP scheme then you may not be eligible for the exemption from the Climate Change Levy for supplies of renewable source or CHP source electricity.

[<< Back](#) [Continue >>](#)

Edit Licence details

Home Page > My Account > Edit Licence

[back to home page](#)
[Log out](#)

Licence Details

* fields are mandatory

Please select a licence to edit

Licence company registration number*

Licence Name*

Licence type*

Licence effective from date*

In which schemes would you like to participate?*

☐ [CCL](#)
☐ [CCL CHP](#)
☐ [RO](#)
☐ [REGO](#)
☐ [FIT](#)

Select the licence to be edited, from the drop down menu

After the licence has been edited, click *Update Licence*

Home Page > My Account > Edit Licence

[back to home page](#)
[Log out](#)

Licence Details

* fields are mandatory

Please select a licence to edit

Licence company registration number*

Licence Name*

Licence type*

Licence effective from date*

In which schemes would you like to participate?*

☐ [CCL CHP](#)
☐ [RO](#)
☐ [REGO](#)
☒ [FIT](#)

GlasHouses
Please select...
Opus Energy Ltd
Cherwell Energy Limited
Garsington Energy Limited
Donnington Energy Limited
Farmoor Energy Limited
Evenlode Energy Limited
GlasHouses
VT12345

⏪ back to home page

➡ Log out

Home Page > My Account > Edit Licence

Licence Details

* fields are mandatory

Please select a licence to edit

Licence company registration number*

Licence Name*

Licence type*

Licence effective from date*

In which schemes would you like to participate?*

GlasHouses

Please select...

Opus Energy Ltd

Cherwell Energy Limited

Garsington Energy Limited

Donnington Energy Limited

Farmoor Energy Limited

Evenlode Energy Limited

GlasHouses

VT12345

☐ CCL CHP

☐ RO

☐ REGO

☒ FIT

Update licence

Cancel

13. Levelisation

Chapter Summary

This chapter provides guidance for Licensees with regards submitting and editing data during the Levelisation process.

Select the *FIT-Levelisation* tab to edit and submit data
Select the FIT-Levelisation tab to edit and submit data. This tab is only available to *FIT Super Users* or those users with delegated permission to access levelisation.



Submit Levelisation Data

On the Levelisation home page, select the "Submit Levelisation Data" link. This starts the data submission process.

The data required as part of the levelisation process will depend on the FIT status of the licensee. Those that are actively taking part in the scheme (mandatory or voluntary) provide more data than those licensees who simply participate in the levelisation process.

The screenshot shows the 'Submit Levelisation Data' page. On the left is a sidebar with links: 'back to home page', 'Submit Levelisation Data', 'Edit Levelisation Data', 'Respond to Queries from Ofgem', 'Edit Invoice Details', and 'Log out'. The main content area has a breadcrumb trail 'Home Page > Levelisation > Submit Levelisation Data' and a title 'Submit Levelisation Data'. Below the title is the instruction 'Please select a License'. A red box highlights a dropdown menu with the following options: 'Please select...', 'Please select...', 'Opus Energy Ltd', 'Cherwell Energy Limited', 'Donnington Energy Limited', 'Evenlode Energy Limited', 'Farmoor Energy Limited', and 'Garsington Energy Limited'. A red arrow points from a text box to this dropdown. The text box says: 'Select the licence against which levelisation data will be submitted.' Below the license selection is the instruction 'Please select submission period'. A red oval highlights a dropdown menu with the following options: 'Please select...', 'Please select...', and '1st January 2010 – 31st March 2010'. A red arrow points from a text box to this dropdown. The text box says: 'From the drop down menu, select the correct levelisation period for the data that will be submitted.'

Zero sales and Submit sales figures

When there are Zero Sales for the submission period, enter the numeral 0 (zero) in the appropriate lines.

Mandatory and Voluntary FIT Licensees

For those licensees who have elected to become voluntary FIT licensees and those who are mandatory due to their size both market share and FITs payments details are required for each licence held.

Details of the data required for levelisation can be found in the [Feed-in Tariff: Guidance Document for Licensed Suppliers](#) or by contacting the FIT Compliance Team at Ofgem via FITcompliance@ofgem.gov.uk.

Home Page > Levelisation > Submit Levelisation Data

Submit Levelisation Data

ELECTRICITY SALES DATA AND FIT PAYMENT for period 1st July 2010 - 30th September 2010

License Name: Test1

* fields are mandatory

Electricity Sales Data

Total Electricity Supplied (A) *	MWh	<input type="text"/>	?
Total Exemptions (B) *	MWh	<input type="text"/>	?
Total Relevant Electricity Supplied (A - B)	MWh	<input type="text"/>	?

Payment Details

Total FIT Generation Payment due *	£	<input type="text"/>	?
Total FIT Export Payment due *	£	<input type="text"/>	?
Total FIT Deemed Export Payment due *	£	<input type="text"/>	?
Total Deemed Electricity *	MWh	<input type="text"/>	?

Comment

Cancel Submit

MWh electricity should be captured in the payment detail.

Comments against the submitted data can be provided if required.

When zero sales have been submitted, a declaration box appears for confirmation

My Account | Declaration | Certificates | Compliance | **FIT - Levelisation** | FIT | Reports | Reports

Home Page > Levelisation > Confirm Zero Sales

Confirm Zero Sales

Please read the statement below and tick the checkbox to confirm zero sales for the period stated

☐ As the authorised FIT Levelisation contact for, I confirm that **Opus Energy Ltd** has not supplied any electricity to customers in [] during the period 1st January 2010 - 31st March 2010 inclusive.

Cancel Submit

A confirmation message will appear stating that the data was successfully uploaded and a notification email sent.

[back to home page](#)
[Submit Levelisation Data](#)
[Edit Levelisation Data](#)
[Respond to Queries from Ofgem](#)
[Edit Invoice Details](#)
[Log out](#)

Home Page > Successful
Submit Levelisation Data
Levelisation Data has been submitted successfully
[<< Back](#) [Continue >>](#)

Edit Levelisation Data

[back to home page](#)
[Log out](#)

Home Page > Levelisation > Edit Levelisation Data
Edit Levelisation Data
Please select a License
Please select submission period

Farmoor Energy Limite ?
1st January 2010 – 3 ?

Cancel Continue

From the drop down menus, select the correct Licence and Levelisation period for the data to be edited.

Licensee Name: Farmoor Energy Limited

Date Submitted: 14/06/2010

* fields are mandatory

Electricity Sales Data

Total Electricity Supplied (A) *

MWh

50.00

?

Total Exemptions (B) *

MWh

10.00

?

Total relevant Electricity Supplied (A - B)

MWh

40.00

?

Payment Details

Total FIT Generation Payments due *

£

6000.00

?

Total FIT Export Payments due *

£

2000.00

?

Total FIT Deemed Export Payments due *

£

2000.00

?

Comment

Sales data entered can be edited with comments

Non-FIT Licensee

Where a licensee is not a mandatory or voluntary FIT licensee only sales data for the calculation of market share is required during the levelisation process.

Home Page > Levelisation > Submit Levelisation Data

Submit Levelisation Data

ELECTRICITY SALES DATA for period 1st January 2010 – 30th March

License Name: NonFITLicenc

* fields are mandatory

Electricity Sales Data

Total Electricity Supplied (A) * MWh

Total Exemptions (B) * MWh

Total Relevant Electricity Supplied (A - B) MWh

Comment

Non-Fit Licensee only submits sales data

When the deadline for data submission has passed, the following message will appear:

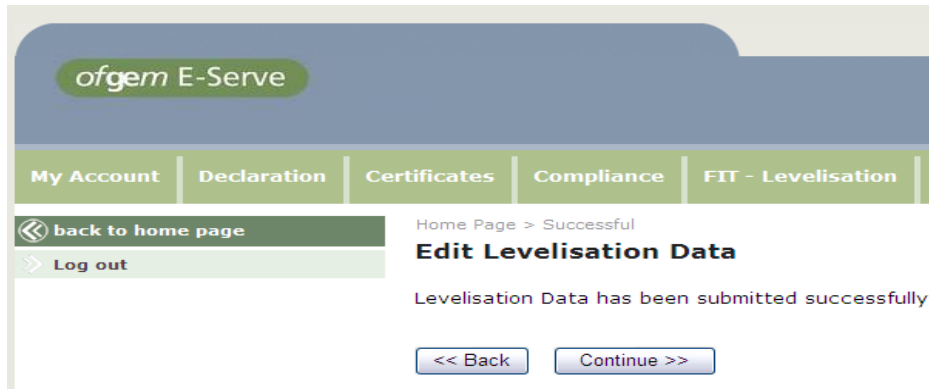
My Account | Declaration | Certificates | Compliance | **FIT - Levelisation** | FIT | Reports | Reports

Home Page > Levelisation > Submit Levelisation Data

Submit Levelisation Data

The deadline for the submission of levelisation data for this period has passed. Please contact Ofgem for further details (FITcompliance@ofgem.gov.uk)

Confirmation message appear after editing is completed.

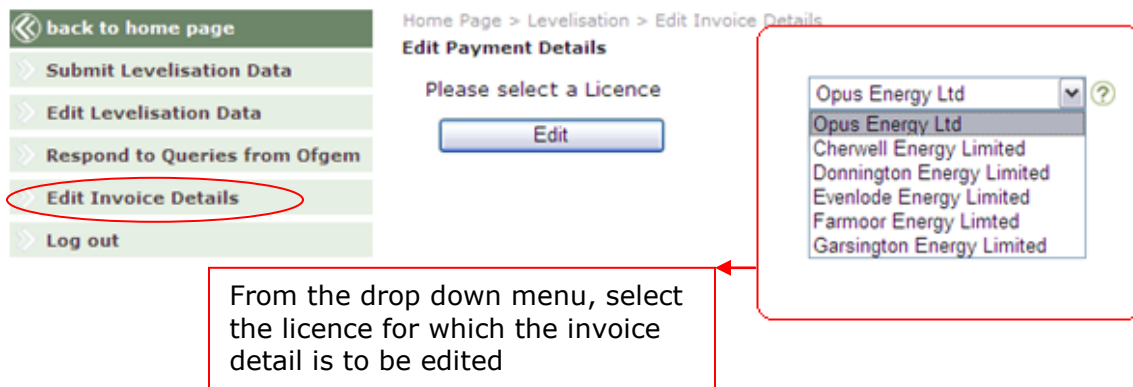


Edit Invoice Details

It is possible to update the correspondence details used for sending levelisation invoices/statements. These details are held against each licence so a supplier with multiple licences can have invoices sent to different recipients.

For the first levelisation period, details will be added by the Ofgem FIT Compliance team.

Select the "Edit Invoice Details" link.



When entering the postcode, select "Find Address" tab for address to be populated

The screenshot shows the 'Invoice Correspondence Address' form. On the left is a sidebar with navigation links: 'back to home page', 'Submit Levelisation Data', 'Edit Levelisation Data', 'Respond to Queries from Ofgem', 'Edit Invoice Details', and 'Log out'. The main form contains the following fields: 'Postcode*' (with 'sw1p 3ge' entered), 'Select Address' (a dropdown menu), 'Address 1' (with 'Ofgem' entered), 'Address 2' (with '9 Millbank' entered), 'Town/City' (with 'LONDON' entered), 'County' (empty), and 'Postcode' (with 'sw1p 3ge' entered). Below these fields are three buttons: 'Save', 'Cancel', and 'Copy Invoice Correspondence Details'. A red circle highlights the 'Find Address' button located below the 'Postcode*' field. A red arrow points from the text box above to this button.

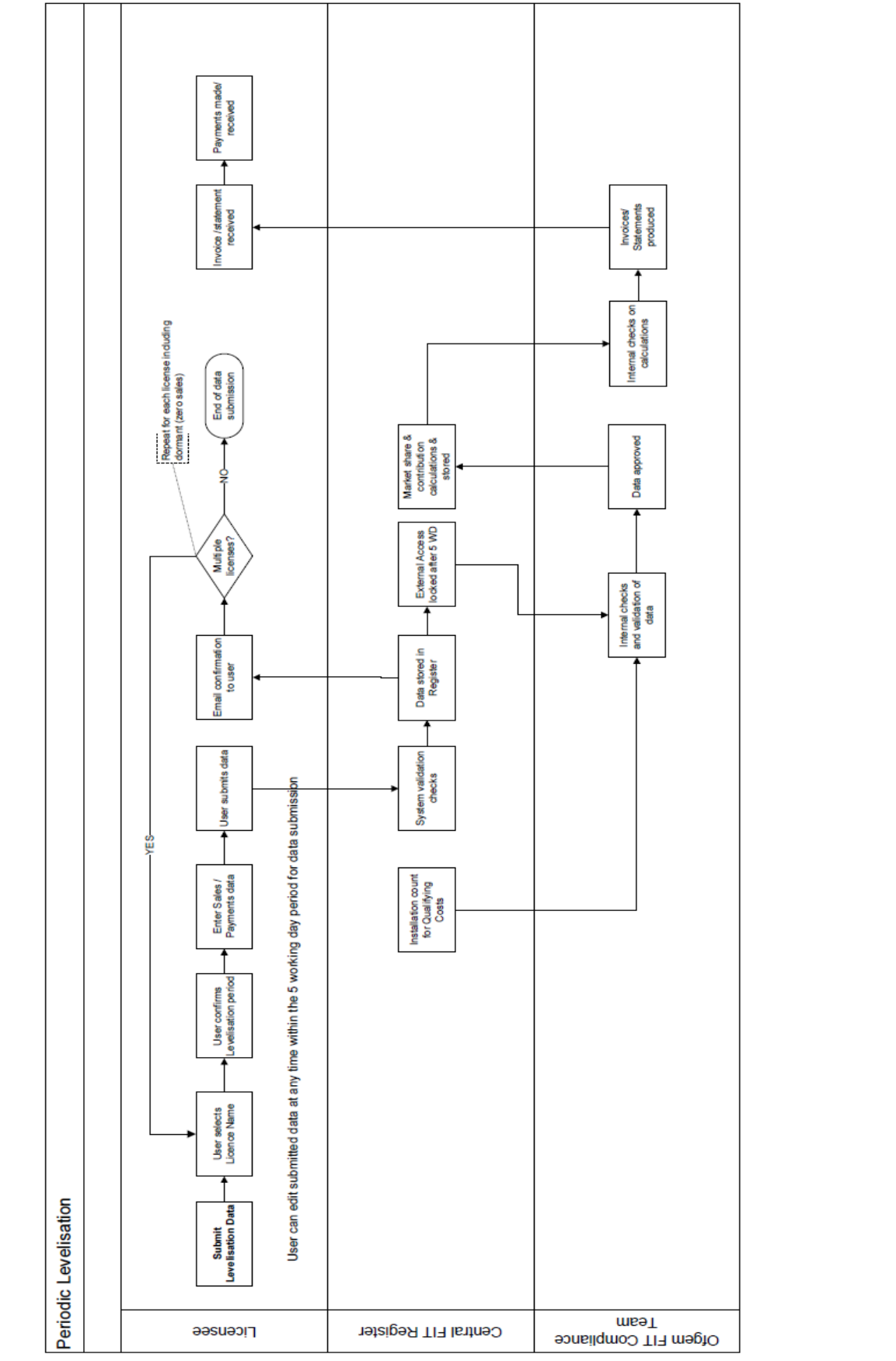
Make the necessary amendments to the fields and click "Save".

This screenshot shows the same 'Invoice Correspondence Address' form, but with different data entered. The 'Postcode*' field now contains 'EN1 3NW'. The 'Select Address' dropdown is empty. 'Address 1' contains '72 Bicknoller Road'. 'Address 2' is empty. 'Town/City' contains 'ENFIELD'. 'County' contains 'Middx'. The 'Postcode' field at the bottom also contains 'EN1 3NW'. The 'Save', 'Cancel', and 'Copy Invoice Correspondence Details' buttons remain at the bottom.

If these correspondence details are to be used for all licences then click the "Copy Invoice Correspondence Details" button. This copies the entered details and records them against all licences linked to the Super User.

A confirmation message will be displayed.

The screenshot shows a confirmation dialog box. On the left is the same sidebar as in previous screenshots. The main area contains the text: 'You are about to copy the invoice correspondence details for all licences. Are you sure you wish to proceed?'. Below this text are two buttons: 'Yes' and 'Cancel'.

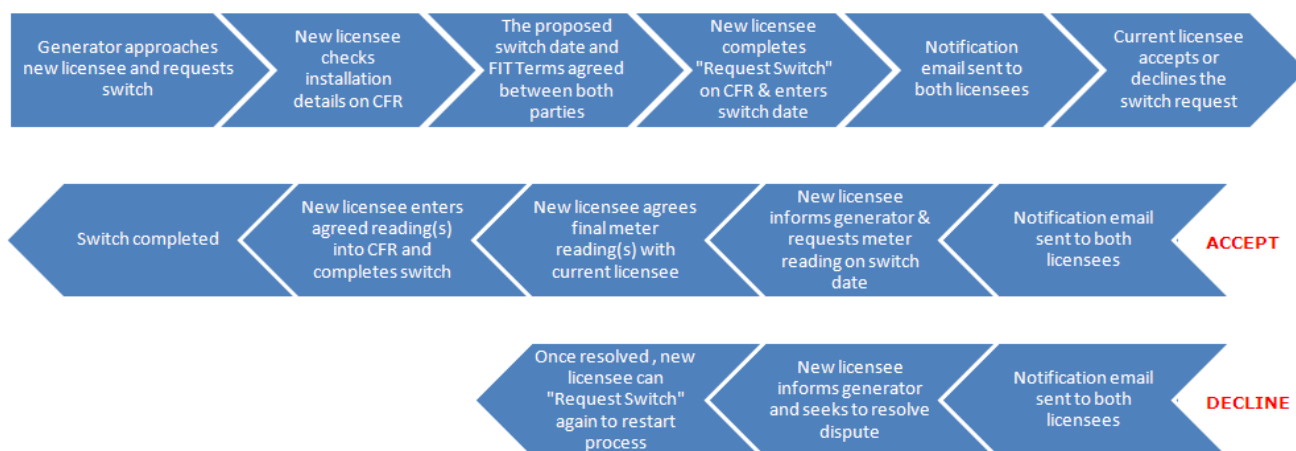


14. Switching of FIT Installations

Chapter Summary

This chapter provides guidance to licensees on what steps to take to switch a FIT installation to another licensee following a request by a generator.

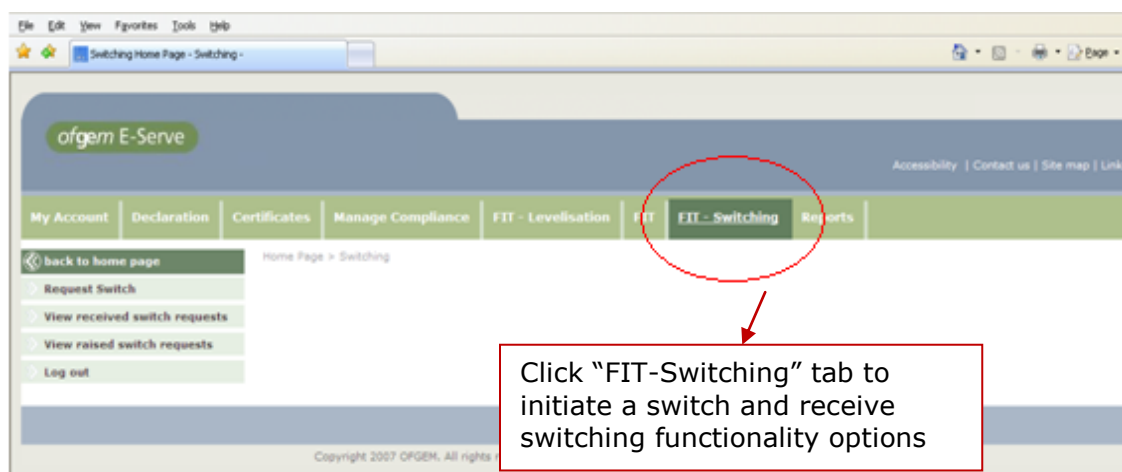
Switching occurs when an existing generator receiving FIT payments seeks to switch away from their current licensee and receive payments from a different one. A summary of the overall process is provided below.



A copy of the complete process that has been developed and agreed with licensees can be obtained from the FIT team at Ofgem via FITregister@ofgem.gov.uk.

Commence switch

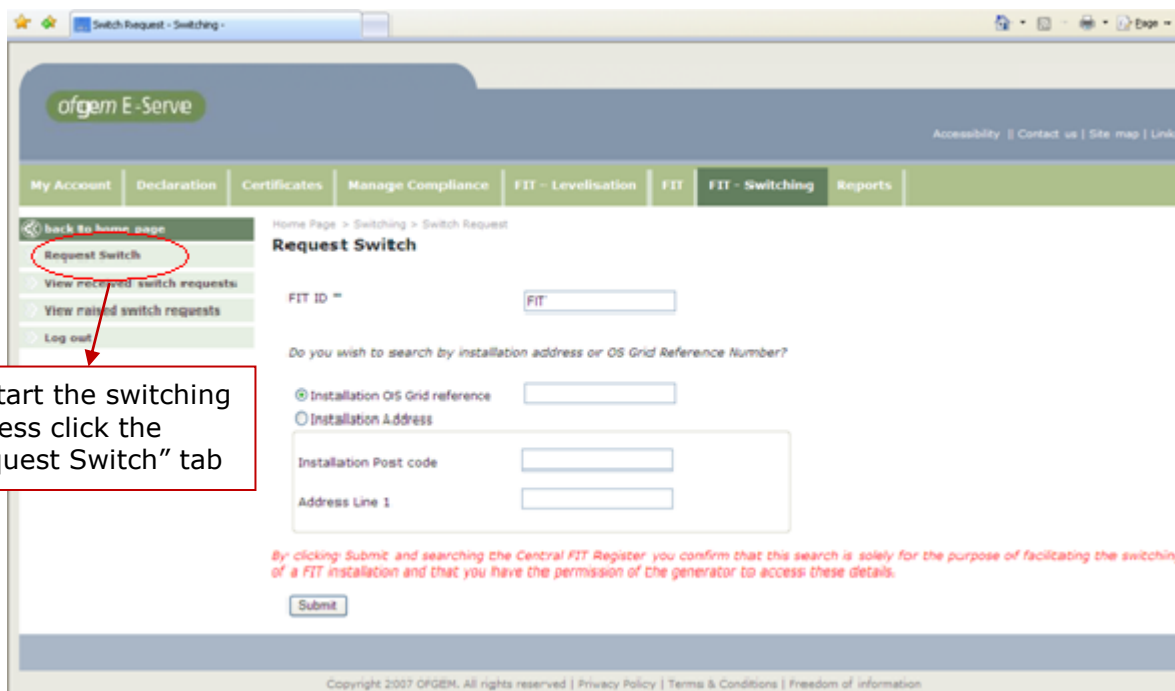
The switching of supplier process starts once a Generator has approached a new licensee and requested to switch.



At present access to switching functions is only available to FIT Super Users of the Renewable & CHP Register (Central FIT Register).

Confirmation of Installation/Generator details

Once a switching request has been received, the first step for the potential new licensee to check the installation and generator details on the Central FIT Register.



These details are displayed once the correct FIT ID as well as site location (the postcode and first line of the address or the OS Grid Reference).

Please note the declaration at the bottom of the screen.

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My Account | Declaration | Certificates | Manage Compliance | FIT - Localisation | FIT | FIT - Switching | Reports

back to home page

Request Switch:

View received switch requests

View raised switch requests

Log out

Request Switch

Home Page > Switching > Switch Request

FIT ID *

Do you wish to search by installation address or OS Grid Reference Number?

☐ Installation OS Grid reference

☒ Installation Address

Installation Post code

Address Line 1

By clicking Submit and searching the Central FIT Register you confirm that this search is solely for the purpose of facilitating the switching of a FIT installation and that you have the permission of the generator to access these details.

Submit

Note the declaration and click *Submit*

Enter the FIT ID

Then, the installation postcode and the first line of the address needs to be entered **or** the OS Grid Reference

For a matching set of FIT ID and installation site information, details of both the installation and the generator will be displayed. Please note that it is not possible to switch an installation which is subject to any of the following:-

- The installation or the generator is currently under investigation or suspended
- The statement of FIT terms with the current licensee has not been agreed
- The installation is currently in an active switching process

If the installation to be switched shares a generation or export meter with another installation at the same site then a notification will appear.

Once the potential new licensee is satisfied that the details provided by the generator match what is already on the Central FIT Register, both a switching date and a new statement of FIT terms can be agreed. Once these are in place the switch can formally be requested via the FIT Register.

Select the *Request Switch* link and re-enter the FIT ID and site location details as before. Now that a switch date (and FIT terms) have been agreed with the generator a request to the current licensee to commence the switch can be made.

To complete the request, the user must enter their username and password. Once entered, a email requesting the switch is sent to both the current and prospective licensees. Once initiated, the switch request remains active for **110 days**. During this time, the current licensee may not edit the installation or add additional capacity. If the switch is not completed within the time period, the request is cancelled automatically.

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Home Page > Switching > Switch Request

Request Switch

back to home page
Request Switch
View received switch requests
View raised switch requests
Log out

Core Details

FIT ID: FIT00000002 Licence Name: British Gas Trading Installation Status: Normal
 Installation Address: 40 SILVER STREET, WYELISCODE, BOKESBEE, TA4 2BS Installation Name: DURNFORD - PV Installation Type: Domestic
 Payment Status Code: Normal Application Date: 05/04/2010
 Technology Type: Photovoltaic PV Installation Type: Repairs Installation OS Grid Ref:
 Export Status Code: Export (deemed) FIT Terms Agreed Date: 22/04/2011 Grid Connected: ☒

Generator & Nominated Recipient Details

Generator Details
 Generator Name: Mr Sarah Dyson
 Generator Address: 16 Osborn Road, Tedwick, SHEFFIELD, S26 1HX
 Generator Email: sat@ofgem.gov.uk
 Generator status code: Normal
 Will the Generator receive FIT payments?: No

Nominated Recipient Details
 Name: MISS ANGELA BOOKER
 Address: 17 LEISTON ROAD, KNOXSHALL, SAKMUNDHAM, P17 1UQ
 Payee Email:
 Nominated recipient status code: Normal

Accredited Installation Details

Extension Reference	Accreditation No	Commissioning Date	TED (kW)	DNV (kW)	Tariff Code	Tariff Rate	Eligibility Date	Eligibility End Date	Confirmation Date	Payment Split %
FIT00000002-1	MCE-00000166-D		2.88	2.88	PV-R/D-4/21	41.3	07/04/2010	06/04/2035	07/04/2010	100.00

Meter Details

Extension Reference	Meter Type	Serial Number/MPAN
FIT00000002-1	Generation	10005693
FIT00000002-1	Supply	9900010884103

Switch Details

Proposed switch date:

Initiate Switch Request

Enter the switch date agreed with the generator.

Click, *Initiate Switch Request*

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Switch Details

Proposed switch date: 22/09/2010

You are about to submit the following switch request. Please confirm.

Confirm **Cancel**

Confirm to initiate the switch request

Done

Local intranet

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Home Page > Verify user

Verify User

Verify User

Username*

Current password*

Submit

Supply username and password as verification

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Home Page > Switching > Switch Request

A switch request has been submitted for the FIT installation: FIT00000002

OK

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Viewing Raised Switch Requests

By selecting *View raised switch requests*, a licensee can view all the switching requests that they have made. The licensee also has the option to cancel a switch request at any time up to the point it is completed.

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My Account | Declaration | Certificates | Manage Compliance | FIT - Levelisation | FIT | FIT - Switching | Reports

Home Page > Switching > View Raised Switch Requests

View raised switch requests

FIT ID	Proposed switch date	Current FIT Licensee	Technology	Date Submitted	
FIT00000002	22/09/2010	British Gas Trading	Photovoltaic	22/09/2010	Cancel

Click the "cancel" tab to cancel switching process

Suppliers can view all the live switch requests that have been initiated

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Viewing received switch requests

Licensees can view all the switch requests they have received by selecting the *View received switch requests* link. Once an email notification has been received informing a licensee that a switch request has been raised, the licensee should view select the *View received switch requests* link and accept or decline the request.

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Accessibility | Contact us | Site map | Links

My Account | FIT - Levelisation | FIT | FIT - Switching | Reports

Home Page > Switching > View Received Switch Requests

View received switch requests

FIT ID	Proposed switch date	Requestor FIT Licensee	Technology	Date Submitted	
FIT00000002	22/09/2010	Renewable Energy Company Ltd	Photovoltaic	22/09/2010	Accept Decline

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Click the "View Received Switch Request" link to view all received switch requests

The current supplier has the option to accept or decline the switch request

Declining a switch request

If the current supplier decides to decline the switch request, a reason for declining the switch must be provided. The username and password of the user must then be entered for security. Once completed a notification email is sent to both licensees and the switch request is closed. Should the reason for the objection be resolved, the potential new licensee simply restarts the switching process.

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Accessibility | Contact us | Site map | Links

My Account | FIT - Levelisation | FIT | FIT - Switching | Reports

Home Page > Switching > View Received Switch Requests

View received switch requests

FIT ID	Proposed switch date	Requestor FIT Licensee	Technology	Date Submitted	
FIT00000002	22/09/2010	Renewable Energy Company Ltd	Photovoltaic	22/09/2010	Decline

Reason for decline *

Submit

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Give reason for declining the switching process

Current supplier has the option to decline the switching process

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My Account | Declaration | Certificates | Manage Compliance | FIT - Levelisation | FIT | **FIT - Switching** | Reports

Home Page > Verify user

Verify User

Verify User

Username* renc1 ?

Current password* ?

Submit

Supply username and password as verification

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Accepting a switch request

To accept the switch request, the current licensee user clicks the Accept link and confirms the request. Once again, to verify the user the username and password must be entered. An email notification confirming acceptance of the switch is then sent to both licensees.

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My Account | FIT - Levelisation | FIT | **FIT - Switching** | Reports

Home Page > Switching > View Received Switch Requests

View received switch requests

FIT ID	Proposed switch date	Requestor FIT Licensee	Technology	Date Submitted	
FIT00000002	22/09/2010	Renewable Energy Company Ltd	Photovoltaic	22/09/2010	Accept

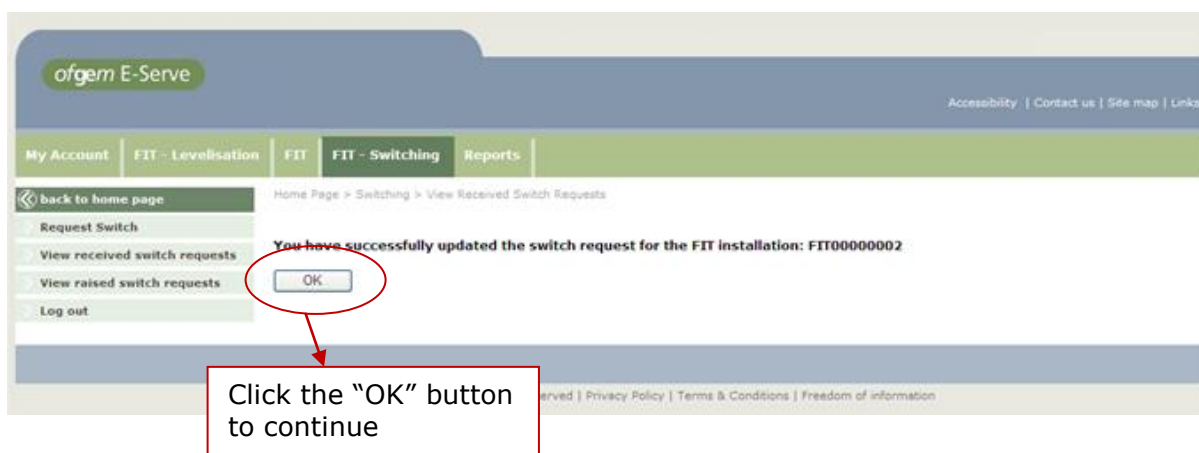
Please confirm that you wish to proceed with this switch request update

Yes No

Click the "accept" link to accept the switch

Confirm to proceed with the switch

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Completing the switch

Once the switch has been agreed by both licensees it is then up to the generator to provide meter readings on the agreed day.

Please note that this switching process assumes that there will be communications between licensees regarding the switch that are managed externally to the Central FIT Register. For example, when the switch request is accepted by the current licensee, an indicative reading range that the licensee is willing to accept as a closing reading may be provided.

To complete the switch, the new licensee must view raised requests by selecting the *View raised requests* link and selecting *Complete* for the appropriate request.



The new licensee can now select a supply licensee against which to register the FIT installation. At this time the closing/opening generation meter reading(s) and date of the reading must be entered.

Please note, there is a declaration stating that when entering the meter reading(s), the new licensee confirms that the reading has been agreed (external to the FIT register) with the current incumbent licensee.

Please note the declaration at the bottom of the screen.

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Home Page > Switching > View Raised Switch Requests

View raised switch requests

FIT ID	Proposed switch date	Current FIT Licensee	Submitted	Complete
FIT00000002	22/09/2010	British Gas Trading	2010	Complete

Licence & Meter details:

Licence: Please select...
Please select...
Renewable Energy Company Ltd

Meter Reading: 10005693

Serial Number: 10005693

Start Meter Reading Date:

Start Meter Reading:

Edit

By entering final meter reading(s) and completing the switch you confirm that these meter readings have been provided by the Generator and agreed with the current FIT licensee.

Please confirm that you wish to proceed with this switch request update Yes No

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Home Page > Verify user

Verify User

Verify User

Username*: renc1

Current password*:

Submit

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Home Page > Switching > View Raised Switch Requests

You have successfully updated the switch request for the FIT installation: FIT00000002

OK

Click the "OK" button to continue

Cancelling a switch request

The requesting licensee can cancel a switch request that has been raised at any time until the *Complete* option is selected, even if the current licensee has agreed to the switch.

If a request is cancelled, the licensee must enter a reason for the cancellation. Following the verification of the user, an email notification of the cancellation is sent to both licensees and the request is cancelled.

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Request Switch
View received switch requests
View raised switch requests
Log out

Home Page > Switching > View raised

FIT ID	Proposed switch date	Current FIT Licensee	Technology	Date Submitted	
FIT00000002	22/05/2010	British Gas Trading	Photovoltaic	22/05/2010	Cancel

Reason for decline *

Submit

Enter the reason for cancelling the request

Click *cancel* to not go ahead with the switching process

15. Support

Chapter Summary

This chapter summarises the support provided by Ofgem to assist FIT Licensees access and use the Central FIT Register.

It also provides details regarding the process FIT Licensees should follow if they cannot find an address on the system lookup.

Ofgem will provide technical support between 08.00 and 20.00 Monday to Saturday **excluding** public holidays.

Between the hours of 09.00 and 17.00 email support will be provided via the FITregister@ofgem.gov.uk email address by the Central Register Team within Environmental Programmes. This support will cover both operational and technical issues. Examples of this support include:-

- Access issues
- Extensions of ROO-FIT Accredited installations
- Missing address enquiries
- General enquiries

Outside of the 09.00 – 17.00 working day, out of hours telephone support will be available for critical issues **only**. A critical issue would be one of the following occurrences:-

- Total loss of access to the Central FIT Register/Renewables & CHP Register
- Failure of key functionality e.g. add/edit functions.

This support will be available direct from the Ofgem IT Helpdesk via an emergency support telephone number. Access to 'out of hours' support will be restricted to the support telephone number provided by the Licensee in the FIT User Data.

Missing Addresses

To ensure the validity of addresses within the Central FIT Register, addresses are selected from the Royal Mail's Post Office Address File (PAF). Should an address lookup fail when registering a Generator, Nominated Recipient or Installation address a resolution process has been developed for resolution.

To request the missing address support, the FIT Licensee must complete the appropriate tab (Generators or Installations) on the template spreadsheet (Ofgem

Process Template.xls). This spreadsheet will be provided with this user guide and is also available from the Central FIT Register Team via FITregister@ofgem.gov.uk.

Generator/Nominated Recipient Addresses

Where the Generator or Nominated Recipient Address cannot be found the FIT Licensee should provide details of the address as well as the name and company details for the Generator/Nominated Recipient. If the missing address is confirmed the Generator and/or Nominated Recipient will be added to the Central Register by Ofgem. The Central FIT Register team will email the FIT Licensee confirm the Generator and Nominated Recipient ID. This will enable the Licensee to continue to register or edit an existing installation.

Installation Addresses

Where the Installation Address cannot be found the FIT Licensee and the Central Register Team have confirmed that the address is missing. The FIT Licensee should provide full details via the template spreadsheet of the Generator/Nominated Recipient and details of the installation to Ofgem.

The Central FIT Register team will update the register accordingly and will send confirmation via email that the installation has been registered. This notification will include FIT ID, Tariff Code, Confirmation and Eligibility Dates as for a new MCS Certified Installation.